

This guide provides you with the basic quick-start information needed to log in and access your electronic documents in no time at all. The instructions below highlight the steps for logging into the Doculivery system with a unique User ID and Password to access your online pay stubs and setup notification options with just a few quick clicks!

## **Getting Started**

1. Point your internet browser to the following url:

www.Doculivery.com/Danville

2. Enter your User ID. 1

Your USER ID is:

Danville followed by your Employee ID.

3. Enter your Password. 2

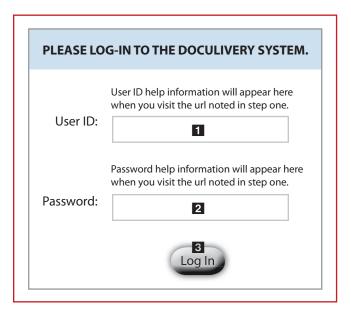
Your PASSWORD is:

The last four digits of your SSN.

- 4. Click the Log In button. 3
- 5. Once logged in, you will see the main screen which is organized by tabs. Click on the Pay Stubs tab 4 to see a list of all pay dates for which you have a pay stub. To see the entire pay stub for a particular date click on the view icon in the Click To View column on the left side of the screen. 5

## **Setting Up Notification Options**

 Click on the Pay Stubs tab 4. On the right side of the screen, select the appropriate bar
to setup email or text message notifications.



4 Pay Messages Manage Your
Stubs Account
CLICK TO VIEW PAY DATE PAY BEGIN DATE PAY END DATE
₽ 07/24/2006 07/10/2006 07/21/2006
07/10/2006 06/26/2006 07/03/2006
5 6 06/26/2006 06/12/2006 06/23/2006
@ 06/12/2006 05/29/2006 06/09/2006
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