

DOCULIVERY

Quick-Start Guide

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 statements and setup notification options with just a few quick clicks!

Getting Started

1. Point your internet browser to the following url:

www.Doculivery.com/Meramec

2. Enter your initial User ID. **1**

Your initial USER ID is:

MV and your Employee ID

3. Enter your initial Password. **2**

Your initial PASSWORD is:

the last 4 digits of your SSN

4. Click the Log In button. **3**

5. You will be prompted to provide answers to some security questions, and then change your password.

6. Please make a note of your security question answers and new password for future reference.

7. Once logged in, you will see the main screen which is organized by tabs. Click on the Statements tab **4** to see a list of all dates for which you have a statement. To see the entire statement 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

1. Click on the Statements tab **4**. On the right side of the screen, select the appropriate bar **6** to setup email or text message notifications.

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

User ID help information will appear here when you visit the url noted in step one.

User ID:

Password help information will appear here when you visit the url noted in step one.

Password:

3 Log In

4 Statements Messages Manage Your Account Help

CLICK TO VIEW	STATEMENT DATE
5	2/1/2012
	1/17/2012
	1/1/2012

IF YOU WOULD LIKE TO RECEIVE NOTIFICATIONS OF IMPORTANT MESSAGES, THEN PLEASE SET UP A MESSAGE DELIVERY OPTION ON THE 'MESSAGES' TAB.

YOU HAVE NOT SET UP ANY USER NOTIFICATIONS

6 Add Email Delivery Option

Add Email Notification

Add Text Message Notification

Add Detailed Text Messaging