

# Doculivery Quick-Start Guide

This guide provides all of the quick-start information needed to get connected, and start accessing your electronic pay stubs in no time at all. Follow the quick and easy steps outlined below to begin accessing your online documents quickly and easily.

## Getting Started

1. Point your internet browser to:  
**www.doculivery.com/nafcs**
2. Enter your initial User ID and Password. **1**  
You will be required to change your password upon initial login.

Your initial USER ID is: *NAFCS + your employee ID number*

*For example, if your employee ID number is 12345, then your USER ID is: NAFCS12345*

Your initial PASSWORD is: 123456

3. Once you have logged in and changed your password, please make a note of your new password for future reference.
4. Once logged in, you will see the main screen which is organized by tabs. Click on the EZStub tab **2** 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. **3**

## Setting Up Notification Options

1. Click on the EZStub tab **2**. On the right side of the screen, select the appropriate bar **5** to setup email or text message notifications.

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PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

Your initial User ID is NAFCS plus your Employee ID number.

User ID:

Your initial password is 123456.

Password:

[Reset my password](#)

For Payroll questions, call (812) 542-2152. For Benefit questions, call (812) 542-2123.

[Click here for User Guide](#)

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Log Out  
Contact Us

Welcome:

**2** EZStub Messages Manage Your Accounts Help Group Administration

CLICK TO VIEW	PAY DATE
<b>3</b>	5/08/09

**5** CURRENT NOTIFICATION OPTIONS

Notify me when I have a new EZStub by sending an email to: test@test.com [Delete](#)

Notify me when I have a new EZStub by sending a text message to my ITD00 phone number: (222) 222-2222 [Delete](#)