

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/rush

2. Enter your initial login ID and Password. **1**

Your initial USER ID is: *RUSH plus your Employee ID number (up to the first five digits without leading zeroes).*

For example, if your employee ID number is 0012345, then your USER ID is: rush12345

Your initial PASSWORD is: *the last four digits of your Social Security number.*

For example, if your Social Security number is 666-77-8888, then your PASSWORD is: 8888

3. Once logged in, you will see the main screen which is organized by tabs. Click on the Pay Stubs 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 Pay Stubs tab **2**. On the right side of the screen, select the appropriate bar **4** to setup email or text message notifications.

To receive email notifications regarding your pay stubs, you must enter your email address, as part of the "Add Email Notification" information, even though you already entered it when you initially logged in.

The screenshot shows the login page for Rush County Schools. At the top, there is a red header with the school's logo and contact information: "Rush County Schools, 330 West 8th Street • Rushville, IN 46173, 765.932.4186 • rsc.rushville.k12.in.us". Below the header is a white box with a red border containing the login instructions. The text reads: "PLEASE LOG-IN TO THE DOCULIVERY SYSTEM." It provides instructions for the User ID ("Your initial User ID is RUSH plus your Employee ID number (up to the first five digits without leading zeroes).") and Password ("Your initial password is the last 4 digits of your SSN."). There are input fields for User ID and Password, a "Reset my password" link, and a "Log In" button. At the bottom, it says "For Payroll questions, contact Sharon Holloway at (765) 932-4186" and provides a "Click here for User Guide" link.

The screenshot shows the main screen of the Doculivery system. At the top, there is a red header with the school's logo and contact information: "Rush County Schools, 330 West 8th Street • Rushville, IN 46173, 765.932.4186 • rsc.rushville.k12.in.us". Below the header is a white box with a red border containing the main navigation and content. The text reads: "Welcome:" followed by a "2" in a red box. Below this is a navigation bar with tabs: "Pay Stubs", "Messages", "Manage Your Account", "Help", and "Group Administration". The "Pay Stubs" tab is selected. Below the navigation bar is a table with two columns: "CLICK TO VIEW" and "PAY DATE". The first row has a "3" in a red box and the date "8/14/09". To the right of the table is a "CURRENT NOTIFICATION OPTIONS" section with two notification options: "Notify me when my pay stub is available to: ted@ted.com" and "Notify me when my pay stub is available by sending a text message to my CELLULAR ONE phone number: (222) 222-2222". Below these options are two red buttons: "4 Add Email Notification" and "Add Text Message Notifications".