

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/SESCSchools

2. Enter your User ID. 1

Your USER ID is:

SESC followed by your employee ID.

3. Enter your Password. 2

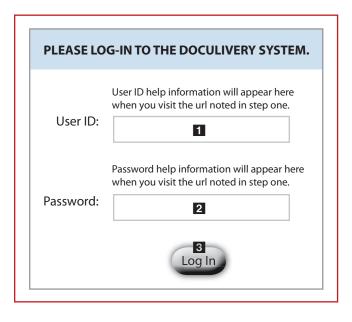
Your PASSWORD is:

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 Stubs	Messages N	Manage Your Account		
LICK TO VIEW	PAY DATE	PAY BEGIN DATE	PAY END DATE	CURRENT NOTIFICATION OPTIONS
e .	07/24/2006	07/10/2006	07/21/2006	Email my new paystub
e	07/10/2006	06/26/2006	07/03/2006	[tylerr@natpay.com] (as HTML).
5 🧖	06/26/2006	06/12/2006	06/23/2006	Email my new paystub
e	06/12/2006	05/29/2006	06/09/2006	[tylerr@natpay.com] (as HIML).
ø	05/29/2006	05/15/2006	05/26/2006	Text Message of Categories by sending a text message to the phone number: Remo
(P	05/01/2006	04/17/2006	04/28/2006	(813) 2 22-0333 (AT&T )
				Email my new paystub [123@abc.com] (as HTML).
				Notify me when my paystub is delivered by sending a text message to the phone number: (260) 437-5979 (VERIZON WIRELESS)
				Notify me when my paystub is delivered by sending an email to the <u>Remo</u> email address: test@ test.com
				6 Add Another Email Delivery Option Add Another Email Notification
				Add Another Text Message Notification Add Detailed Text Messaging