

# 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 pay stubs and setup notification options with just a few quick clicks!

### Getting Started

1. Please log in to:

www.Doculivery.com/SouthMont

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

Your USER ID is:

SOUTHMONT plus your Employee ID.

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

You will be required to change your password upon initial log in.

Your initial PASSWORD is:

Is the last four digits of your SSN.

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

5. Once you have logged in and changed your password, please make a note of your new password for future reference.

6. 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

1. Click on the Pay Stubs 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** Pay Stubs

Messages

Manage Your 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   |
| <b>5</b> 🔍    | 06/26/2006 | 06/12/2006     | 06/23/2006   |
| 🔍             | 06/12/2006 | 05/29/2006     | 06/09/2006   |
| 🔍             | 05/29/2006 | 05/15/2006     | 05/26/2006   |
| 🔍             | 05/01/2006 | 04/17/2006     | 04/28/2006   |

**CURRENT NOTIFICATION OPTIONS**

|                                                                                                                         |                        |
|-------------------------------------------------------------------------------------------------------------------------|------------------------|
| Email my new paystub [ylerr@natpay.com] (as HTML).                                                                      | <a href="#">Remove</a> |
| Email my new paystub [ylerr@natpay.com] (as HTML).                                                                      | <a href="#">Remove</a> |
| Text Message of Categories by sending a text message to the phone number: (813) 222-0333 (AT&T)                         | <a href="#">Remove</a> |
| Email my new paystub [123@abc.com] (as HTML).                                                                           | <a href="#">Remove</a> |
| Notify me when my paystub is delivered by sending a text message to the phone number: (260) 437-5979 (VERIZON WIRELESS) | <a href="#">Remove</a> |
| Notify me when my paystub is delivered by sending an email to the email address: test@test.com                          | <a href="#">Remove</a> |

**6** Add Another Email Delivery Option

Add Another Email Notification

Add Another Text Message Notification

Add Detailed Text Messaging

### Notes