## **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.

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

Your initial PASSWORD is:

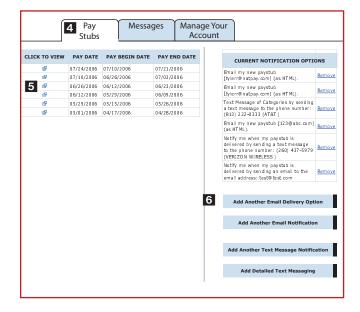
Is the last four digits of your SSN.

- 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**

 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.

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.	
User ID:	User ID help information will appear here when you visit the url noted in step one.
Password:	Password help information will appear here when you visit the url noted in step one.
Log In	



## Notes