

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. Point your internet browser to the following url:

<https://my.Doculivery.com/Sundt>

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

Your USER ID is:

Your Employee ID number.

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

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

Your initial PASSWORD is:

Your last name plus your Employee ID

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: **1**

Password help information will appear here when you visit the url noted in step one.

Password: **2**

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

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DOCULIVERY

W-2 Opt-in Guide

This W-2 opt-in guide provides you with the basic information needed to log in and begin the opt-in process in order to access your electronic W-2 documents online.

Getting Started

1. Point your internet browser to the following url:
<https://my.doculivery.com/SUNDT>
2. Enter your User ID. (Your employee number)
3. Enter your Password. (If you don't already have a password use your last name followed by your Employee ID. Example: smith45688)
4. Click the Log In button.
5. Once logged in, you will see the main screen which is organized by tabs. Click on the W-2 tab.

Completing the One-time Opt-in Process

6. Follow the on-screen instructions to complete the one-time opt-in process.

You will be required to do the following steps to complete the opt-in process:

1. Verify that you can view your W-2 as a PDF.
 2. Agree to the terms of use.
 3. Enter your Social Security Number.
 4. Enter a valid email address and verify it.
 5. Choose your delivery method.
7. After you have completed the five steps outlined above, click the Save Opt-In button to finish the Opt-in process.

The next time that you log in to the Doculivery system, and click on the W-2 tab, all of your available W-2s will be listed and viewable like your online pay stubs.

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:



Statements Bills EZStubs 1099 W-2 InfoForms Payment Summary Messages Manage Your Account Group Administration

1. Verify that you can view your W-2 as a PDF.
Click [here](#) to view a sample W-2.
If you cannot view your W-2, click the link to the right to download Adobe Reader. 

2. Agree to the terms of use.
Please read the Terms of Use, and check to see if you can view the online W-2 sample.
If you agree to the Terms of Use, and can view the W-2 sample, then select the checkbox below.

Doculivery Online W-2 Terms of Use

The Internal Revenue Code allows Form W-2 (W-2) to be furnished in an electronic format provided it conforms to all applicable legal requirements. (Treas Reg 31.6051-1). By meeting these requirements, your employer is considered to have furnished your W-2 to you, the recipient, in a timely manner.

1. Employee Consent
Your online registration for online W-2s on the Doculivery website represents your electronic

I have read and agree to the terms of use.

3. Enter your information.
Enter your Social Security number:
Enter your email address:
Confirm your email address:

4. Choose your delivery method.
 Send me my W-2 when it is available.
I'd like my W-2 attached to my notification email as a password-protected PDF file. I understand that I will have to use my Social Security Number and Adobe Acrobat Reader to view the attachment. If I do not already have access to Adobe Acrobat Reader, I will download a free copy.
 Just notify me when my W-2 is available.
I'd only like to receive the notification email stating that a new W-2 file is available for download from this website. I do not wish to receive my W-2 as a password-protected PDF attachment via email. I understand that I will have to manually log into this website to obtain my W-2 as a password-protected PDF. I understand that I will have to use my Social Security Number and Adobe Acrobat Reader to view my W-2s. If I do not already have access to Adobe Acrobat Reader, I will download a free copy.