## 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/TLSC

2. Enter your User ID. 1

Your USER ID is:

TLSC plus your Employee ID.

3. Enter your initial Password. 2
You will be required to change your password upon initial log in.

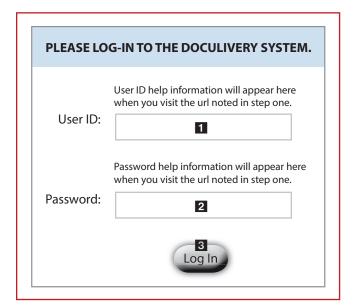
Your initial PASSWORD is:

The last four digits of your SSN.

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

## **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	Messag	ges	Manage Yo Account			
CLICK TO VIEW	PAY DATE	PAY BEGIN DATE	PAY EN	ID DATE		CURRENT NOTIFICATION OPTIC	ONS
ď	07/24/2006	07/10/2006	07/21/20	106	Ema	il my new paystub	
₫.	07/10/2006	06/26/2006	07/03/20	106		rr® natpay.com] (as HTML).	Remov
5 🖻	06/26/2006	06/12/2006	06/23/2006			Email my new paystub Remo	
₫P	06/12/2006	05/29/2006	06/09/2006			[tylerr@natpay.com] (as HTML).	
Ø	05/29/2006	05/15/2006	05/26/20			ext Message of Categories by sending text message to the phone number: Remov	Remov
ď	05/01/2006	04/17/2006	04/28/20	106		) 222-0333 (AT&T )	10011011
						il my new paystub [123@abc.com] HTML).	Remov
					deliv to th	fy me when my paystub is ered by sending a text message le phone number: (260) 437–5979 NZON WIRELESS)	Remov
					deliv	fy me when my paystub is vered by sending an email to the il address: test® test.com	Remov
				6	,	Add Another Email Delivery Option  Add Another Email Notification	
					Add Another Text Message Notification  Add Detailed Text Messaging		

**Notes**