

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/acsc

2. Enter your User ID.

Your USER ID is:

"ACSC" plus your Employee ID number.

3. Enter your Password. 2

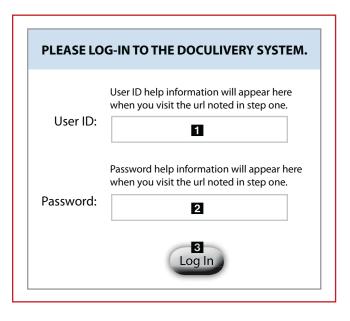
Your PASSWORD is:

The last four digits of your social security number.

- 4. Click the Log In button.
- 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.



| Pay<br>Stubs  |            | anage Your<br>Account |              |  |
|---------------|------------|-----------------------|--------------|--|
| CLICK TO VIEW | PAY DATE   | PAY BEGIN DATE        | PAY END DATE | CURRENT NOTIFICATION OPTIONS   |
| e e           | 07/24/2006 | 07/10/2006            | 07/21/2006   | Email my new paystub   |
| -             | 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   |
| 6             |            | 05/29/2006            | 06/09/2006   | [tylerr@natpay.com] (as HTML).   |
| 0             | 05/29/2006 | 05/15/2006            | 05/26/2006   | Text Message of Categories by sending<br>a text message to the phone number: Remo  |
| e e           | 05/01/2006 | 04/17/2006            | 04/28/2006   | (813) 222-0333 (AT&T )   |
|               |            |                       |              | Email my new paystub [123@abc.com]<br>(as HTML).   |
|               |            |                       |              | Notify me when my paystub is<br>delivered by sending a text message<br>to the phone number: (260) 437-5979<br>(VERIZON WIRELESS) |
|               |            |                       |              | Notify me when my paystub is<br>delivered by sending an email to the<br>email address: test@test.com                             |
|               |            |                       |              | 6 Add Another Email Delivery Option<br>Add Another Email Notification  |
|               |            |                       |              | Add Another Text Message Notification<br>Add Detailed Text Messaging   |