

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

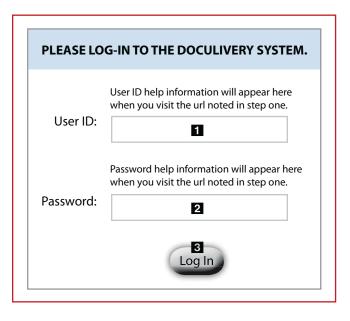
Your PASSWORD is:

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 Stubs		anage Your 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 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] (as HTML).
				Notify me when my paystub is delivered by sending a text message to the phone number: (260) 437-5979 (VERIZON WIRELESS)
				Notify me when my paystub is delivered by sending an email to the email address: test@test.com
				6 Add Another Email Delivery Option Add Another Email Notification
				Add Another Text Message Notification Add Detailed Text Messaging