

# **Online Pay Stubs 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:

http://www.staffingaccess.com/microsys

2. Enter your User ID. 1

Your USER ID is:

Your Social Security Number with no dashes.

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

Your initial PASSWORD is:

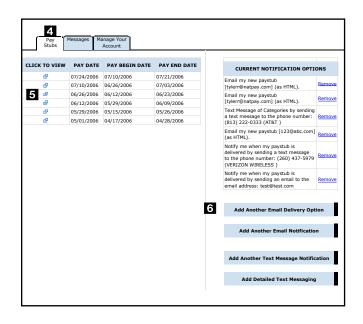
Your first name and the last four digits of your Social Security Number.

- 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.

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





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### **Changing a Login ID**

- Once logged into your account, click on the Manage Your Account tab 1.
- 2. Enter your new login ID in the User Name field **2**.
- After you have entered you new login ID in the User Name field, click the save changes button 3 to finish.

