

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:

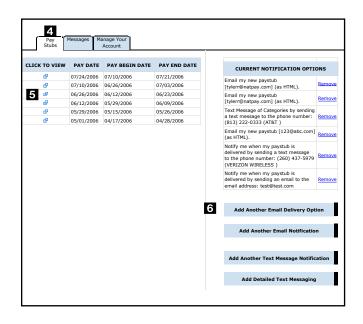
Your first name and the last four digits of your Social Security Number.

- 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.

