

# 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.*

3. Enter your initial Password. **2**

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

1. Click on the Pay Stubs tab **4**. On the right side of the screen, select the appropriate bar **6** to setup email or text message notifications.

**PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.**

User ID help information will appear here when you visit the url noted in step one.

User ID:  **1**

Password help information will appear here when you visit the url noted in step one.

Password:  **2**

**3**  
Log In

**4** Pay Stubs
Messages
Manage Your Account

CLICK TO VIEW	PAY DATE	PAY BEGIN DATE	PAY END DATE
	07/24/2006	07/10/2006	07/21/2006
	07/10/2006	06/26/2006	07/03/2006
<b>5</b>	06/26/2006	06/12/2006	06/23/2006
	06/12/2006	05/29/2006	06/09/2006
	05/29/2006	05/15/2006	05/26/2006
	05/01/2006	04/17/2006	04/28/2006

**CURRENT NOTIFICATION OPTIONS**

Email my new paystub [tylerr@natpay.com] (as HTML). [Remove](#)

Email my new paystub [tylerr@natpay.com] (as HTML). [Remove](#)

Text Message of Categories by sending a text message to the phone number: (813) 222-0333 (AT&T) [Remove](#)

Email my new paystub [123@abc.com] (as HTML). [Remove](#)

Notify me when my paystub is delivered by sending a text message to the phone number: (260) 437-5979 (VERIZON WIRELESS) [Remove](#)

Notify me when my paystub is delivered by sending an email to the email address: test@test.com [Remove](#)

**6** Add Another Email Delivery Option

Add Another Email Notification

Add Another Text Message Notification

Add Detailed Text Messaging



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**DOCULIVERY**

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## Changing a Login ID

1. 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**.
3. After you have entered you new login ID in the User Name field, click the save changes button **3** to finish.

The screenshot shows a web interface with three tabs: 'Pay Stubs', 'Messages', and 'Manage Your Account'. The 'Manage Your Account' tab is selected and has a callout '1' above it. Below the tabs is a 'USER INFORMATION' form with the following fields: 'User Name:' (with a callout '2' and a yellow highlight), 'Change Password:' (with a 'Change Password' link), 'User First Name:', 'User Last Name:', and 'Primary Email Address:'. A 'Save Changes' button is at the bottom of the form, with a callout '3' above it. To the right of the form is a green-bordered box with a recycling symbol and the text 'Discover the power of paperless!' and a paragraph about National Payment's payroll and document distribution solutions.