

Doculivery Quick-Start Guide

This guide provides all of the quick-start information needed to get connected, and start accessing your electronic pay stubs in no time at all. Follow the quick and easy steps outlined below to begin accessing your online documents quickly and easily.

Getting Started

1. Point your internet browser to:
www.doculivery.com/pascoschools
2. Enter your initial User ID and Password. **1**
You will be required to change your password upon initial login.

If you were hired prior to May 2009 your initial USER ID is: *your last name + the last four digits of your Social Security Number.*

For example, if you were hired prior to May 2009, your last name is Smith, and your Social Security Number is 666-77-8888, then your USER ID is: smith8888

If you were hired after May 2009, your initial USER ID is: *the first letter of your first name + the first letter of your last name + your Employee ID number.*

For example, if you were hired after May 2009, your first name is John, your last name is Smith, and your Employee ID Number is 12345, then your USER ID is: js12345

If you were hired prior to May 2009, your initial PASSWORD is: *the last four digits of your Social Security Number.* If you were hired after May 2009, your initial PASSWORD is: *your employee ID Number.*

3. Once you have logged in and changed your password, please make a note of your new password for future reference.
4. Once logged in, you will see the main screen which is organized by tabs. Click on the EZStubs tab **2** 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. **3**

Pasco County Schools
Helping Students Reach Their Highest Potential

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

If you were hired prior to May 2009 your User ID is your last name and the last four numbers of your social security number.

If you were hired after May 2009 your User ID is the first letter of your first name plus the first letter of your last name followed by your employee ID.

User ID:

1 If you were hired prior to May 2009 your initial password is the last four digits of your social security number. If you were hired after May 2009 your password is your employee ID.

Password:

[Email me my password](#)

Schools and district departments have designated an on-site staff member to assist with EZStub problems. Please check with your school or department office for additional EZstub assistance.

Pasco County Schools
Helping Students Reach Their Highest Potential

Welcome:

2 EZStubs | Historic EZStubs | Messages | Manage Your Account

CLICK TO VIEW	PAY DATE
3	4/30/2009
	4/17/2009

5 IF YOU WOULD LIKE TO RECEIVE NOTIFICATIONS OF IMPORTANT MESSAGES, THEN PLEASE SET UP A MESSAGE DELIVERY OPTION ON THE 'MESSAGES' TAB.

YOU HAVE NOT SET UP ANY USER NOTIFICATIONS

Add Email Delivery Option

Add Email Notification

Add Text Message Notifications

Setting Up Notification Options

1. Click on the EZStubs tab **2**. On the right side of the screen, select the appropriate bar **5** to setup email or text message notifications.