

# 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/si-tx](http://www.doculivery.com/si-tx)
2. Enter your initial login ID and Password. **1** You will be required to change your password upon initial login.

Your initial USER ID is: your company abbreviation + your last name + your employee code.

*For example, if your company name is Saulsbury Industries, your last name is Smith, and your employee code is 12345, then your USER ID is: sismith12345*

Your initial PASSWORD is the word: *payroll*

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 EZStub **2** tab 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**

### Setting Up Notification Options

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

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

Your User ID is your company abbreviation followed by your full last name followed by your employee code.

User ID: test **1**

Your initial password has been given to you by your employer.

Password: \*\*\*\*

[Reset my password](#)

Log In

Email me a new password

Log Out

SI SAULSBURY

Welcome:

**2**

EZStub Messages Manage Your Account

CLICK TO VIEW	PAY DATE
<b>3</b>	05/01/09

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

**5**

Add Email Delivery Option

Add Email Notification

Add Text Message Notifications

