

# 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/svcs](http://www.doculivery.com/svcs)
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: *svcs + your employee ID number.*

Your Employee ID number is located in the top left corner of your Deposit Advice.

*For example, if your employee ID is 1234.00, then your USER ID is: svcs1234*

Your initial PASSWORD is the numbers: 123456

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 Pay Stubs 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**

## Setting Up Notification Options

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

The screenshot shows the login page for the Doculivery system. At the top, there is a header with the South Vermillion Community School Corporation logo and contact information: 800 West Wildcat Drive, Clinton, IN 47842, 765-832-2426. Below the header, a yellow banner reads "PLEASE LOG-IN TO THE DOCULIVERY SYSTEM." The main content area contains a "User ID:" field with a red error message "You must enter your user name first." and a "Password:" field with a "1" icon and a "Reset my password" link. A "Log In" button is positioned below the password field. At the bottom, there is contact information for Joyce Short: "Please contact Joyce Short at 765-832-2426 or jshort@svcs.k12.in.us for assistance with login IDs and passwords." and a "Click here for User Guide" link.

The screenshot shows the main dashboard after logging in. The header includes the South Vermillion Community School Corporation logo and contact information, along with "Log Out" and "Contact Us" links. Below the header, a "Welcome:" message is displayed. A navigation bar contains tabs for "Pay Stubs", "W2", "Messages", "Manage Your Account", and "Help". The "Pay Stubs" tab is selected. Below the navigation bar, there is a table with columns "CLICK TO VIEW" and "CHECK DATE". The "CLICK TO VIEW" column has a "3" icon and a view icon. The "CHECK DATE" column shows "4/24/09". On the right side of the dashboard, there is a yellow banner that reads "YOU HAVE NOT SET UP ANY USER NOTIFICATIONS". Below this banner, there are two buttons: "Add Email Notification" and "Add Text Message Notifications", with a "5" icon next to the second button.