

DOCULIVERY

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:

<https://my.Doculivery.com/TrinityHealth>

2. Enter your User ID. **1**

Your USER ID is:

First letter of your first name and middle initial +
your last name and last four digits of your SSN.

3. Enter your initial Password. **2**
You will be required to change your password upon initial log in.

Your initial PASSWORD is:

the last 4 digits of your SSN.

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:

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

Password:

3

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 |
| 5 | 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