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. Please log in to:

www.Doculivery.com/trojans

2. Enter your User ID. 1

Your USER ID is:

trojans plus your Employee ID

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

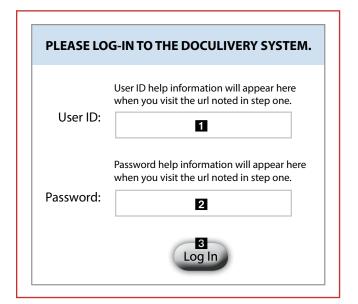
Your initial PASSWORD is:

The last four digits of your SSN

- 4. Click the Log In button. 3
- 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.

Setting Up Notification Options

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



## 07/24/2006 07/10/2006 07/21/2006 07/21/2006		4 Pay Stubs	Messa	Messages		ur		
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a text message to the phone number: (813) 322-0333 (ATRT) Email my new paystub [123@abc.com] (as HTML). Notify me when my paystub is delevered by sending a text message to the phone number: (260) 437-5979 (VERIZON WIRELES) Notify me when my paystub is delevered by sending a nemail to the email address: test@test.com Add Another Email Delivery Option Add Another Email Notification		06/12/2006	05/29/2006	06/09/20	06	2.7		- Italia
(813) 222-033 (ATRT) Email my new paystub [123@abc.com] (as HTRL). Notify me when my paystub is delevered by sending a text message to the phone number: (260) 437-5979 (VENIZON WIRELES) Notify me when my paystub is delevered by sending an email to the email address: test@test.com Add Another Email Delivery Option Add Another Email Notification		05/29/2006	05/15/2006	05/26/20	06			Remov
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delivered by sending a text message to the phone number; (260) 437-9599 (VERIZON WIRELESS) Notify me when my paystub is delivered by sending an email to the email address: test@test.com Add Another Email Delivery Option Add Another Email Notification Add Another Text Message Notification								Remov
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Notes

*This provider does not allow set up of text messaging.