

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.ezstub.com/dcps
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: *the four letters DCPS and your personnel number without the leading zeros.*

For example, if your personnel number is 12345 then your USER ID is: dcps12345

Your initial PASSWORD is: *the last four digits of your social security number and your zip code.*

For example, if your social security is 123-45-6789 and your zip code is 33604 then your PASSWORD is: 678933604

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**

Changing Settings

1. To change your settings click the Manage Your Account tab **4**
Here you can change your user name, password, and other items quickly and easily – just follow the simple on-screen prompts.

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.

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PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

Your Login ID is the four letters DCPS and your personnel number without the leading zeros. (EX: 60612345)

User ID:

You must enter your user name first.

1 Your initial password is the last four digits of your social security number and your zip code. (EX: 123452207)
Once you have logged in and changed your password, please make a note of your new password for future reference.

Password:

(Log In)

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Welcome:

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CLICK TO VIEW	PAY PERIOD	PAY DATE
3	01/03/2009 01/16/2009	1/23/2009
	12/20/2008 01/02/2009	1/9/2009
	12/06/2008 12/19/2008	12/26/2008
	12/06/2008 12/19/2008	12/26/2008
	11/08/2008 11/21/2008	11/25/2008
	10/20/2008 11/07/2008	11/14/2008

5 Add Another Email Delivery Option

Add Email Notification

Add Text Message Notifications

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Welcome:

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USER INFORMATION

User Name:

Change Password:

User First Name:

User Last Name:

Primary Email Address:

Save Changes