

Doculivery Quick-Start Guide

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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 documents and setup notification options with just a few quick clicks!

Getting Started

Point your internet browser to the following url:

doculivery.com/oshkosh

1. Enter your User ID **1**. Your USER ID is: Your employee ID number. (Note: this is numeric only. Do not use any letters or zeros that come before your employee ID number.)

Example: Employee ID Number: U012345
Doculivery User ID: 12345

2. Enter your Password **2**. Your initial PASSWORD is: The first letter of your first name, the first four letters of your last name, **IN ALL CAPITAL LETTERS**, and the last four digits of your Social Security Number (SSN).

Example: First Name: John
Last Name: Smith
SSN: 123-45-6789
Initial Password: JSMIT6789

3. Click the Log In button **3**.

4. Once logged in, you will be prompted to answer (5) security questions **4** which will be used for future reference if you ever need to reset your password.

5. After you have answered the security questions you will be prompted to change your password **5**.

6. After you have answered the security questions, you will see the main screen which is organized by tabs. Click on the Pay Stubs tab **6** to see a list of all pay dates for which you have a pay stub.

7. To see the entire pay stub for a particular date, click on the view icon in the Click To View column **7** on the left side of the screen.

8. To set up notifications, click on the Pay Stubs tab **6**. On the right side of the screen, **8** select the appropriate bar 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.

User ID:

1

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

Password:

2

3

Log In

PLEASE ANSWER 5 SECURITY QUESTIONS.

(1)	Where did you grow up?	<input type="text"/>	Save
(2)			
(3)			
(4)			
(5)			

PLEASE CHANGE YOUR PASSWORD.

Enter Old Password:	<input type="text"/>
Your password must be at least eight characters in length and contain at least one digit, one upper case letter.	
Enter New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>

PLEASE ENTER YOUR EMAIL ADDRESS.

Email Address:	<input type="text"/>
Save Information	

6 Pay Stubs

W-2s

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
	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

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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

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Add Another Email Notification

Add Another Text Message Notification

Add Detailed Text Messaging