

# 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:

[www.doculivery.com/Spencer](http://www.doculivery.com/Spencer)

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

Your USER ID is:

The first letter of your first name and the first three letters of your last name and the 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 four 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:

**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
<b>5</b> ☺	06/26/2006	06/12/2006	06/23/2006
☺	06/12/2006	05/29/2006	06/09/2006
☺	05/29/2006	05/15/2006	05/24/2006
☺	05/01/2006	04/17/2006	04/28/2006

**CURRENT NOTIFICATION OPTIONS**

Email my new paystub [tylerr@natpay.com] (as HTML)

Email my new paystub [tylerr@natpay.com] (as HTML)

Text Message of Categories by sending a text message to the phone number: (813) 222-0333 (AT&T)

Email my new paystub [123@atc.com] (as HTML)

Notify me when my paystub is delivered by sending a text message to the phone number: (266) 437-9979 (VERIZON WIRELESS)

Notify me when my paystub is delivered by sending an email to the email address: test@test.com

**6**

Subject: Online Pay Stubs

Dear Employee,

The Spencer County Board of Education has decided to move to an online pay stub service that will give our employees more flexibility in managing their pay information. Implementing this kind of service will also allow us to save on paper, envelopes, printing, postage, and staff distribution costs while providing you with enhanced functionality of your pay information. We think that you will find this new service to be convenient and easy to use. We hope that you will realize the benefits of this new service, and enjoy having access to all of your pay information at your figure tips.

- Your pay information is easy to access from any computer with Internet access
- Additional delivery methods such as email and text messaging features available
- Online pay stubs offer increased security and confidentiality
- Pay history is available for verification of wages
- Online pay stubs may easily be emailed to accountants, lenders, or others

Security is our number one concern, which is why we chose a company that offers SSL (secure socket layer) encryption, and advanced password management to ensure the protection and integrity of all pay stub data transmissions.

Your Social Security Number will not be displayed on the pay stub. Nothing other than your name will be displayed on your online pay stubs – minimizing the chance for identity theft to happen. Online pay stubs actually offer increased confidentiality over a paper pay stub since those usually pass through four to six people before being delivered to the employee. None of the online pay stub pages are cached in the memory of the computer, and each online pay stub is dynamically created upon each employee's request.

You will be able to access your online pay stubs beginning with your September 25, 2013 payroll. You are able to access your information from any computer. If you do not have a district employee email account and would like to access your information from a district computer, please contact Diana Thomas at 502-477-3250.

Please see the Employee Quick Start Guide on the back of this announcement for detailed information on how to access and navigate through the system.

If you have any questions, please call Gwen Shouse, payroll administrator at 502-477-3250 or send an email to [gwen.shouse@spencer.kyschools.us](mailto:gwen.shouse@spencer.kyschools.us)

Thank you,  
Gwen Shouse  
Payroll