

# 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:  
[my.doculivery.com/Fairview](http://my.doculivery.com/Fairview) (Google, Firefox, Safari)  
[www.doculivery.com/Fairview](http://www.doculivery.com/Fairview) (Microsoft Edge, Firerox, Safari)

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

Your USER ID is:

The first letter of your First Name, your Last Name (letters only) plus the last four digits of your SSN.

3. Enter your Password. **2**

Your PASSWORD is:

Your initial password is Fairview.

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

5. 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:  **1**

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

Password:  **2**

**3**  
Log In

**4**  
Pay Stubs

Messages

Manage Your Account

CLICK TO VIEW	PAY DATE	PAY BEGIN DATE	PAY END DATE
<b>5</b>	07/29/2006	07/10/2006	07/21/2006
	07/11/2006	06/26/2006	07/05/2006
	06/26/2006	06/12/2006	06/23/2006
	06/13/2006	06/26/2006	06/04/2006
	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 [mynewpaystub.com] [as HTML] [Remove](#)

Email: my new paystub [mynewpaystub.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 [1234567890] [as HTML] [Remove](#)

Notify me when my paystubs call or text by sending a text message to the phone number (280) 632-5979 (SPRINT 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 Message](#)