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/MERS

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

   Your USER ID is:

   The first letter of your first name plus your last name plus 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, follow the on-screen instructions to setup several security questions.

6. Once you have setup your security questions, 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

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| 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
5	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

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

6 Add Another Email Delivery Option

Add Another Email Notification

Add Another Text Message Notification

Add Detailed Text Messaging

Subject: Online Pay Stubs

Dear Employee,

Many employers today are using web-based or paperless earning statements for their employees. Manalapan-Englishtown Regional Schools 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, printing, 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 finger 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.
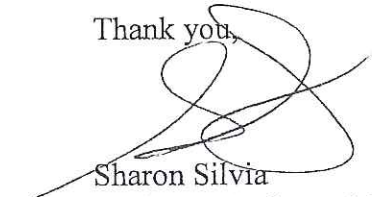
Your Social Security Number will not be displayed on the pay stub. For Identity Theft to occur, you need three things: your name, SSN, and address. Nothing other than your name will be displayed on your online pay stubs – minimizing the chance for identity theft to happen. Online pay stubs actually offer increased confidentiality over a paper pay stub since those usually pass through four to seven 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 15th payroll.

An Employee Quick Start Guide containing detailed information on how to access and navigate through the system can be found on the REVERSE of this letter.

If you have any questions, please send an email to christinehammel@mersnj.us .

Thank you,

Sharon Silvia
Assistant Business Administrator