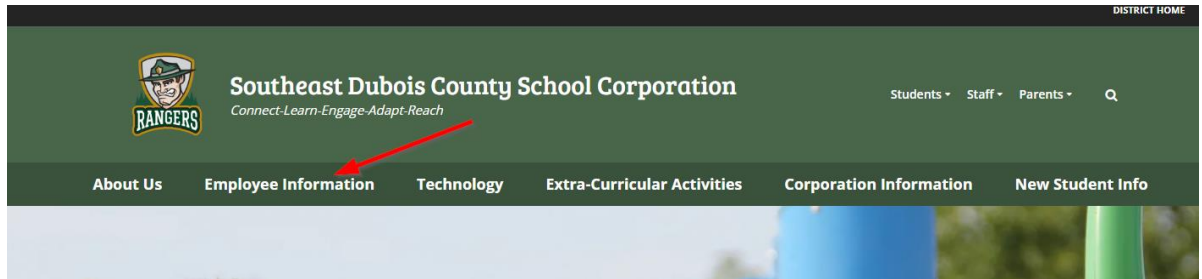


Doculivery Instructions:

1. Go to www.sedubois.k12.in.us
2. Click on "Employee Information"



3. Click on "Doculivery"

PAYROLL

If employees have questions regarding payroll, please contact Tracy Troesch at tracy.troesch@sedubois.k12.in.us or by calling 812-817-0900, option #5.

+ | **Doculivery**

+ | Frontline

+ | Payroll Calendar

+ | Certified Employees

4. Click on "Link to Doculivery – Click Here"

PAYROLL

If employees have questions regarding payroll, please contact Tracy Troesch at tracy.troesch@sedubois.k12.in.us or by calling 812-817-0900, option #5.

- | **Doculivery**

Electronic access to view pay stub information

[Link to Doculivery - Click Here](#)

Instructions for logging into the Doculivery system:

5. To log-in, your User ID is sedubois plus your Employee ID number. Your password is the last four digits of your SSN.



Southeast Dubois County School Corporation

432 East 15th Street • Ferdinand, IN 47532 • 812-817-0900
www.sedubois.k12.in.us

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

Your User ID is sedubois plus your Employee ID number.

User ID:

Your password is the last four digits of your SSN unless you changed your password to six characters.

Password: [Reset my password](#)

Opt-In Instructions:

1. Click on the Tax Forms tab



2. Click where it reads "Click here to opt-in for electronic Tax Forms!"



CLICK TO VIEW	DOCUMENT
🔗	2020 W-2.
🔗	2019 W-2.
🔗	2018 W-2.

3. Fill out the form:

- Step 1: Verify you can view the Sample W2 by clicking the link provided.
- Step 2: Agree to the terms of use
- Step 3: Enter your information – SSN and email address
- Step 4: Choose your delivery method.
- After you have completed those steps, click "Save Opt-In"

1. Verify that you can view your Tax Form as a PDF.

[Click here to view a sample Tax Form.](#)

If you cannot view your Tax Form, click the link to the right to download Adobe Reader.



2. Agree to the terms of use.

Please read the Terms of Use, and check to see if you can view the online Tax Form sample. If you agree to the Terms of Use, and can view the Tax Form sample, then select the checkbox below.

Doculivery Online Tax Forms Terms of Use

The Internal Revenue Code allows Tax Forms to be furnished in an electronic format provided it conforms to all applicable legal requirements. By meeting these requirements, your employer is considered to have furnished your Tax Forms to you, the recipient, in a timely manner.

IRS Regulations pertaining to electronic delivery of Tax Forms:

W-2 - Rev. 21-6051-1 (effective 10/1/21)

I have read and agree to the terms of use.

3. Enter your information.

Enter your Social Security number:

Enter your email address:

Confirm your email address:

4. Choose your delivery method.

Send me my W-2 when it is available.

I'd like my W-2 attached to my notification email as a password-protected PDF file. I understand that I will have to use my Social Security Number and Adobe Acrobat Reader to view the attachment. If I do not already have access to Adobe Acrobat Reader, I will download a free copy.

Just notify me when my W-2 is available.

I'd only like to receive the notification email stating that a new W-2 file is available for download from this website. I do not wish to receive my W-2 as a password-protected PDF attachment via email. I understand that I will have to manually log into this website to obtain my W-2 as a password-protected PDF. I understand that I will have to use my Social Security Number and Adobe Acrobat Reader to view my W-2s. If I do not already have access to Adobe Acrobat Reader, I will download a free copy.

4. The final step is to validate the email address you provided.

PLEASE VALIDATE YOUR EMAIL ADDRESS

A validation code has been sent to . Entering this code confirms that you can receive emails from Tax Form@doculivery.com. If you do not get an email from Tax Form@doculivery.com, then please check your spam box.

Please enter your validation code:

5. Once this is completed you will see the message below.

CONGRATULATIONS! YOU ARE OPTED IN FOR TAX FORM DELIVERY!

You will receive your Tax Form as soon as it becomes available at the email address