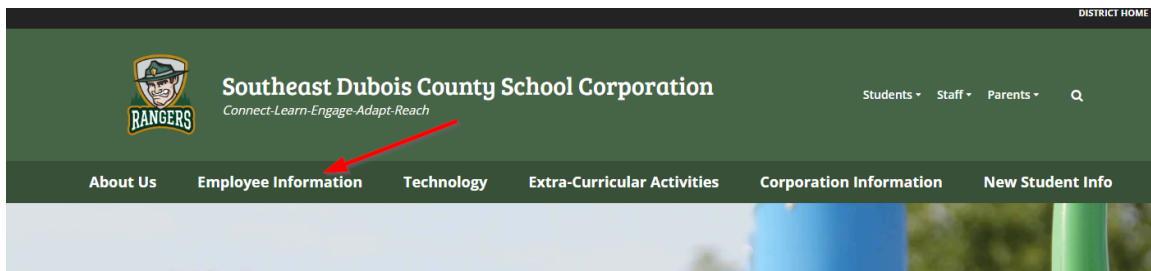


## Doculivery and Opt-In Instructions:

1. Go to [www.sedubois.k12.in.us](http://www.sedubois.k12.in.us)
2. Click on “Employee Information”



3. Click on the “+” next to Doculivery

### PAYROLL

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

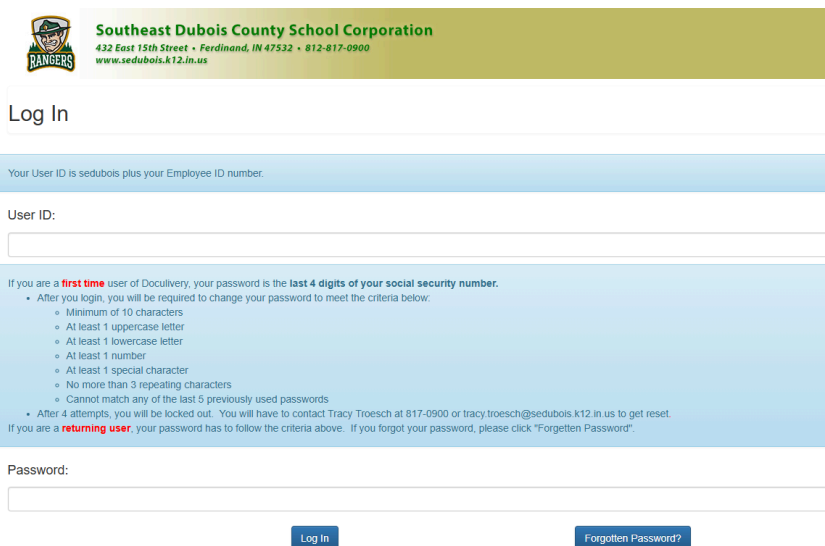
#### - Doculivery

Electronic access to view pay stub information

[Link to Doculivery - Click Here](#)

Instructions for logging into the Doculivery system:

5. The User ID is sedubois followed by your Employee ID number. The first time you log-in your password is the last four digits of your SSN. Once you are logged-in, you will be prompted to change your password.



**Southeast Dubois County School Corporation**  
432 East 15th Street • Ferdinand, IN 47532 • 812-817-0900  
[www.sedubois.k12.in.us](http://www.sedubois.k12.in.us)

### Log In

Your User ID is sedubois plus your Employee ID number.

User ID:

If you are a **first time** user of Doculivery, your password is the **last 4 digits of your social security number**.

- After you login, you will be required to change your password to meet the criteria below:
  - Minimum of 10 characters
  - At least 1 uppercase letter
  - At least 1 lowercase letter
  - At least 1 number
  - At least 1 special character
  - No more than 3 repeating characters
  - Cannot match any of the last 5 previously used passwords
- After 4 attempts, you will be locked out. You will have to contact Tracy Troesch at 817-0900 or [tracy.troesch@sedubois.k12.in.us](mailto:tracy.troesch@sedubois.k12.in.us) to get reset.

If you are a **returning user**, your password has to follow the criteria above. If you forgot your password, please click "Forgotten Password".

Password:

[Log In](#) [Forgotten Password?](#)

## 6. After logging-in, you will be prompted to “opt-in”

The screenshot shows a web portal for Southeast Dubois County School Corporation. The page title is 'Pay Stub' and it shows 'Showing page 1'. Below this, there is a 'Pay Date' section with two dates: 9/26/2025 and 9/12/2025. A modal dialog box is overlaid on the page, containing the following text: 'Opt-In for Electronic Tax Forms for faster and secure delivery. To view your current tax year Tax Forms prior to February 15 you need to Opt-In for electronic delivery. If you elect not to Opt-In your Tax Forms will be mailed or delivered to you by January 31 and be made available on-line February 15. Click on the Tax Forms tab and follow Opt-In instructions.' At the bottom of the dialog box are two buttons: 'Yes, opt me in now!' and 'No, thanks.' A red arrow points from the 'Yes, opt me in now!' button to the text in the dialog box.

## 7. Complete the required fields

The screenshot shows the 'Opt-In' form for Southeast Dubois County School Corporation. The header includes the school's logo and contact information: 'Southeast Dubois County School Corporation', '432 East 15th Street • Ferdinand, IN 47532 • 812-817-0900', and 'www.sedubois.k12.in.us'. The form contains the following sections:

- Confirm your Social Security number:** A text input field.
- Enter your email address:** A text input field.
- Choose your delivery method:** Two radio button options:
  - 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.
- Verify viewing your Tax Form as a PDF:** A checkbox labeled 'I have read and agree to the Terms of Use below.' with a link 'Click here to view a sample Tax Form.'
- Doculivery Online Tax Forms Terms of Use:** A scrollable area containing the following text:

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 : Reg. 31.6051-1 (referenced in Pub. 1141)  
1095-C : IRS Publication 5223 Section 1.2

At the bottom of the form are two buttons: 'Complete Opt-In' and 'Cancel'.

## 8. Once you have opted-in, you will see the notification at the top of the page

The screenshot shows the notification area at the top of the page after opting in. The header includes the school's logo and contact information: 'Southeast Dubois County School Corporation', '432 East 15th Street • Ferdinand, IN 47532 • 812-817-0900', and 'www.sedubois.k12.in.us'. The notification text reads: 'You are opted into electronic tax form delivery. New tax forms will become immediately available to you as soon as they are ready! Your tax documents are listed below. Click to view.' Below the text are three buttons: 'Opt Out', 'Change Tax Form Delivery Method', and 'Change Tax Form Delivery Email'.

9. Click on an Item from the list on the left to view it. This includes pay stubs and W-2's.

- Options
- Pay Stubs
- Notifications
- Manage Your Account
- Messages
- Tax Documents
- Contact Us
- Help
- Log Out



**Southeast Dubois County School Corporation**

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www.sedubois.k12.in.us

## Pay Stubs

Showing page 1 of 12. Go to page:

### Pay Date

1/16/2026

1/2/2026

12/19/2025

12/5/2025

- Options
- Pay Stubs
- Notifications
- Manage Your Account
- Messages
- Tax Documents
- Contact Us
- Help
- Log Out



**Southeast Dubois County School Corporation**

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

You are opted into electronic tax form delivery. New tax forms will become immediately available to you are ready!

Your tax documents are listed below. Click to view.

2025 W2

2024 W2

2023 W2