

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/NW

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

Your USER ID is:

"NW" plus your Employee ID

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: **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
Click To View
Pay Stub

Click To View	Pay Date	Pay Amount	Net Pay
5 [View]	07/26/2014	\$1,100.00	\$720.00
[View]	07/20/2014	\$1,100.00	\$720.00
[View]	07/14/2014	\$1,100.00	\$720.00
[View]	07/08/2014	\$1,100.00	\$720.00
[View]	07/02/2014	\$1,100.00	\$720.00

6

Add Another Email Delivery Option

Add Another Email Notification

Add Another Text Message Notification

Add Another Text Messaging

Doculivery for Payroll - Log-In Example

1. Internet website: www.Doculivery.com/NW - A link to this website can be found through the Northwest Allen County Schools website at www.nacs.k12.in.us, and going to the Staff or Personnel page.
2. User ID - "NW" plus your Employee ID
 Your Employee ID can be found on a past Deposit Advice in the upper left hand corner, as circled below in the Employee No. box.
 After the NW, enter the first four or five digits before the decimal point.

The User ID for the example below is: NW12345

3. Password - Enter the last four digits of your social security number.
 When you log in the first time, change your password.

NORTHWEST ALLEN COUNTY SCHOOLS							DEPOSIT NO.	
EMPLOYEE NO.	EMPLOYEE NAME	SSN	PERIOD END	CHECK DATE	LOCATION			
12345.67								
EARNINGS	HOURS	PAY RATE	CURRENT	DEDUCTIONS	CURRENT	YEAR TO DATE	WITHHOLDING STATUS	
							FEDERAL	IN
							M	M
							EXEMPTIONS	
							00	00
							DEPENDENTS	
							00	
							ADDITIONAL TAX	
							PCT.	
LEAVE TYPE	SICK	PERSONAL	VACATION	FEDERAL	PROFESSION	FAMILY		
EARNED								
USED								
BALANCE								
GROSS EARNINGS THIS PERIOD		GROSS EARNINGS YEAR TO DATE		NET PAY				



FORM APPROVED BY STATE BOARD OF ACCOUNTS FOR NORTHWEST ALLEN COUNTY SCHOOLS - 2003

DEPOSIT NO.

FUND

BANK NAME

DEPOSIT ADVICE

NON-NEGOTIABLE