

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/lburg

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

Your USER ID is:

LBURG plus your employee ID.

3. Enter your Password. **2**

Your PASSWORD is:

The last four digits of your Social Security Number.

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:

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

Password:



4 Pay Stubs

Messages
Manage Your Account

CLICK TO VIEW	PAY DATE	PAY BEGIN DATE	PAY END DATE
v	07/24/2006	07/10/2006	07/22/2006
v	07/10/2006	06/26/2006	07/03/2006
5	06/25/2006	06/12/2006	06/23/2006
v	06/12/2006	05/29/2006	06/09/2006
v	05/29/2006	05/15/2006	05/24/2006
v	05/01/2006	04/17/2006	04/28/2006

CURRENT NOTIFICATION OPTIONS

Email me when my paystub is delivered by sending a text message to my phone number: (414) 437-5579 (SENDING WIRELESS) Remove

Email me when my paystub is delivered by sending an email to the email address: ted@ted.com Remove

6 Add Another Email Delivery Option |

Add Another Email Notification |

Add Another Text Message Notification |

Add Detailed Text Messaging |

**While in this site, please open the W2 tab and Opt-in to receive your W2 electronically also