How to Access your Paystubs – https://my.doculivery.com/JFC

Getting Started

1. Point your internet browser to the following url:
   https://my.doculivery.com/JFC

   _____

2. Enter your User ID. ❶

   Your USER ID is: Your full SSN #
                    (no dashes)

   _____

3. Enter your initial Password. ❷

   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. ❸

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 ❹ 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". To View column on
   the left side of the screen. ❺

Setting Up Notification Options

1. Click on the Pay Stubs tab ❹. On the right
side of the screen, select the appropriate bar
❻ 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

❹ 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
🖫	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

❻ Add Another Email Delivery Option

Add Another Email Notification

Add Another Text Message Notification

Add Detailed Text Messaging