## How to Access your Paystubs – www.Doculivery.com/JFC

## **Getting Started**

 Point your internet browser to the following url: www.doculivery.com/jfc

2. Enter your User ID. 1

D. **49** 

Your USER ID is: Your full SSN #

3. Enter your initial Password. 2

You will be required to change your password upon initial log in.

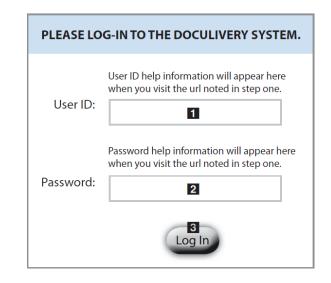
Your initial PASSWORD is: the last four digits of your SSN

- 4. Click the Log In button. 3
- 5. Once you have logged in, 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 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". To View column on the left side of the screen.

## **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.





Manage You



