

Online Pay Stubs 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:

<http://www.staffingaccess.com/equity>

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

Your USER ID is:

Your Social Security Number with no dashes.

3. Enter your initial Password. **2**

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

Your initial PASSWORD is:

Your first name and last four digits of your Social Security Number.

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 **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**

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

Setting Up Notifications 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.

4 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 |
| 5 | 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 |

6 **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](#)

6 **Add Another Email Delivery Option**

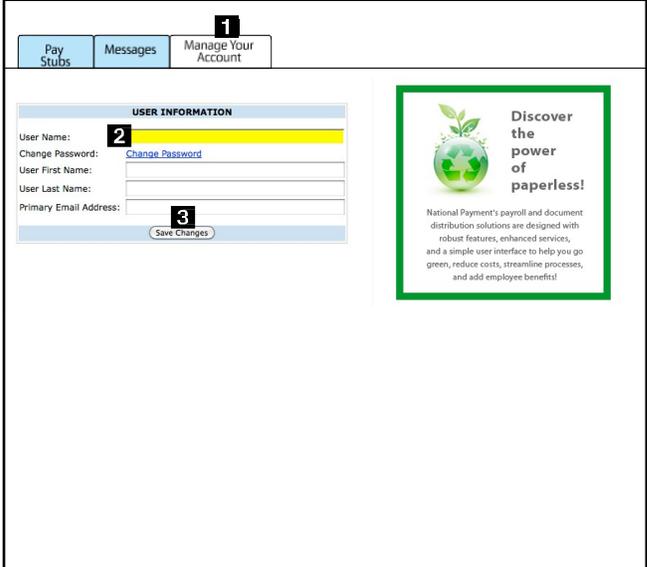
Add Another Email Notification

Add Another Text Message Notification

Add Detailed Text Messaging

Changing a Login ID

1. Once logged into your account, click on the Manage Your Account tab **1**.
2. Enter your login ID in the User Name field **2**.
3. After you have entered your new login ID in the User Name field, click the save changes button **3** to finish.



The screenshot shows a web interface with three tabs: 'Pay Stubs', 'Messages', and 'Manage Your Account'. The 'Manage Your Account' tab is selected and marked with a '1'. Below the tabs is a 'USER INFORMATION' form with the following fields: 'User Name' (highlighted in yellow and marked with a '2'), 'Change Password' (with a 'Change Password' link), 'User First Name', 'User Last Name', and 'Primary Email Address' (marked with a '3'). A 'Save Changes' button is located at the bottom of the form. To the right of the form is a green-bordered box containing a globe icon with a plant growing from it, the text 'Discover the power of paperless!', and a short paragraph about National Payment's payroll and document distribution solutions.