

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:

<https://my.doculivery.com/Greenecounty>

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

Your USER ID is:

your last name plus the last four digits of your SSN.

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

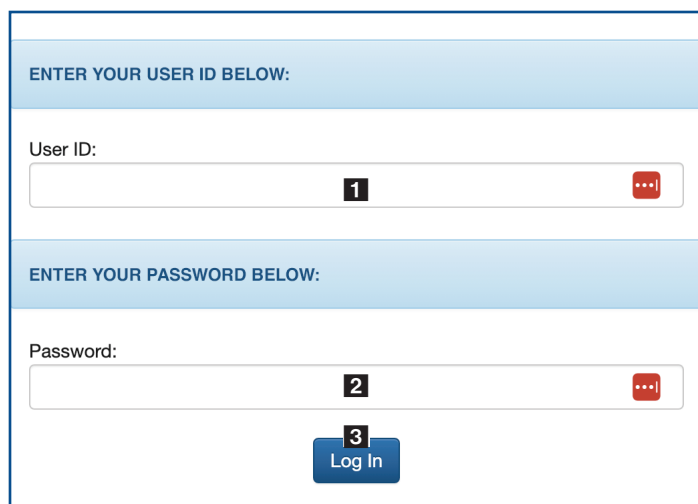
Your initial PASSWORD is:

greenE (initial password)

4. Click the Log In button. **3**
5. Once you have logged in, follow the on-screen instructions to setup your security questions.
6. Once logged in, you will see the main screen which is organized by menu items on the left side of the screen. On mobile devices, click the lined icon to reveal the menu items **4**.
7. Click on the Pay Stubs menu item **5** to see a list of all check dates for which you have a pay stub.
8. To see the entire pay stub for a particular date, click on the date to view that particular pay stub **6**.

Setting Up Notification Options

1. Click on the Notifications menu item **7** and then click on the corresponding buttons to add your email address **8** and/or your phone number **9**.



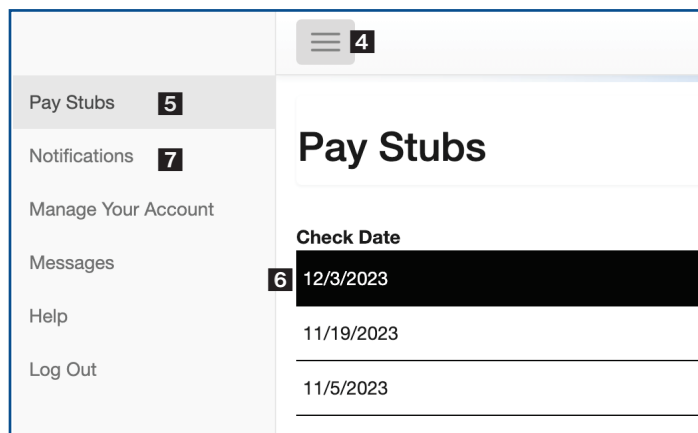
ENTER YOUR USER ID BELOW:

User ID: **1**

ENTER YOUR PASSWORD BELOW:

Password: **2**

3 Log In



4

Pay Stubs **5**

Notifications **7**

Manage Your Account

Messages

Help

Log Out

Pay Stubs

Check Date

6 12/3/2023

11/19/2023

11/5/2023

Email Notifications

8
Add Email

Text Notifications

9
Add Phone Number