# DOCULIVERY

## Quick-Start Guide

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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!

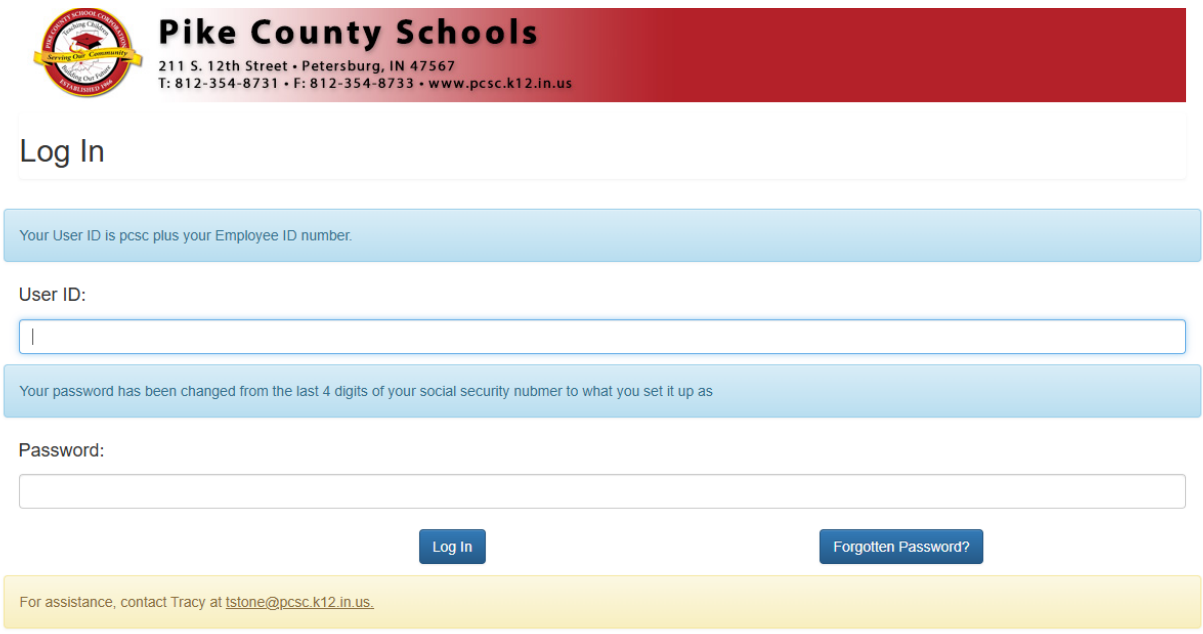
**Getting Started**

1. www.Doculivery.com/PCSC

2. Enter your USER ID
   (Your User ID is pcsc plus your Employee ID number.)

3. Enter your initial Password
   (Your initial Password is the last 4-digits of your SSN.)
   ** You should be prompted to change your Password after logging in. Follow the on-screen instructions.

4. Click the Login button.




**** You will want to opt-in to have your W-2 delivered electronically.**