

DOCULIVERY

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:
<https://my.Doculivery.com/lakecentral>
2. Enter your User ID.
Your USER ID is: lakecentral plus your employee ID (i.e. lakecentral1234)
 - See the **payroll clerk in your building** if you do not know your employee ID number.
3. Enter your Password.
Your PASSWORD is: the last four digits of your SSN (initial login)
 - You may be prompted to change your password after logging in. Follow the on-screen instructions.
4. Click the Log In button.
5. Once you have logged in, follow the on-screen instructions to setup a recovery email address. This will be used to help you access your account in case you forget your password.
6. Once you have setup your recovery email, you will see the main page which lists your pay stubs. To view the pay stub, simply click on the date you wish to view. From here you can save and/or print your pay stubs.
7. The hamburger menu at the top of the screen allows you to access other sections of Doculivery. Clicking on it will expand the menu which will allow you to access important information, manage your account, find contact information and more.