

# EZ-STUBS

## Electronic Pay Stubs and W-2s

# Quick-Start Guide

This guide provides all of the quick-start information needed to get connected, and start accessing your new electronic pay stubs and W-2s in no time at all. Follow the quick and easy steps outlined below to begin accessing your online pay stubs and W-2s right away.

### Getting Started

1. Point your internet browser to: [www.doculivery.com/MSN-IS](http://www.doculivery.com/MSN-IS)
2. Enter your initial login ID and Password. **1**  
You will be required to change your password upon initial login.

Your initial USER ID is: *your social security number*

*For example, if your social security number is 123-45-67-89 then your USER ID is: 123456789*

Your initial PASSWORD is: *the first four letters of your last name and the last four digits of your social security number*

*For example, if your last name is Smith and your social security is 123-45-67-89 then your PASSWORD is smit6789*

3. Once logged in, you will see the main screen which is organized by tabs. Click on the EZStubs tab **2** 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. **3**
4. To view your W-2s, click on the W-2s tab **4** to see a list of all your available electronic W-2s. To see the entire W-2 for a particular date click on the view icon in the Click To View column on the left side of the screen. **3**

### Changing Settings

1. To change your settings click the Manage Your Account tab **5**. Here you can change your user name, password, and other items quickly and easily – just follow the simple on-screen prompts.

### Setting Up Notification Options

1. Click on the EZStubs tab. On the right side of the screen, select the appropriate bar **6** to setup email or text message notifications.
2. To set up notification options for W-2s, click on the W-2s tab. On the right side of the screen, select the appropriate bar **6** to setup email or text message notifications.

