Quick-Start Guide – Online Pay Advices

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 advices and setup notification options with just a few quick clicks!

Getting Started

1. Point your internet browser to the following url:

    doculivery.com/abm

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

    Your initial USER ID is:

    The first letter of your legal first name (as it appears on your ABM pay advice/check) plus your last name plus the last four digits of your SSN. Do not use the first initial of a nickname, such as Bob. For example: rsmith1234 for Robert Smith.

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3. Enter your initial Password. **2**
    You will be required to change your password upon initial log in.

    Your initial PASSWORD is:

    The last six digits of your SSN.

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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 Advices tab **4** to see a list of all pay dates for which you have a pay advice. To see the entire pay advice for a particular date click on the view icon in the Click To View column on the left side of the screen. **5**

Setting Up Notification Options

1. Click on the Pay Advices tab **4**. On the right side of the screen, select the appropriate bar **6** to setup email notifications. Here you can setup an automatic email to notify you each time your pay advice is posted.

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: **1**

Password help information will appear here when you visit the url noted in step one.

Password: **2**

3 Log In

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4 Pay Advices	Messages	Manage Your Account

CLICK TO VIEW	PAY DATE	PAY BEGIN DATE	PAY END DATE
	07/24/2006	07/10/2006	07/21/2006
5	07/10/2006	06/26/2006	07/03/2006
	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

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