



## **Welcome to NatPay/Doculivery Online Pay Stubs**

Welcome to our new online pay stub service, providing you more flexibility in managing your pay information. We think that you will find this new service to be convenient and easy to use. Enjoy having access to all of your pay information at your fingertips.

Benefits and features of this new service include:

- Easy access to your pay information from any computer with Internet access.
- Additional delivery methods such as email and text messaging features.
- The security and confidentiality of an online pay stub vs. a paper pay stub.
- Pay history for verification of wages.
- Online pay stubs that may be emailed to accountants, lenders, or others.
- Advanced password management to ensure the protection and integrity of all pay stub data transmissions.
- Nothing other than your name will be displayed on your online pay stubs – minimizing the chance for identity theft to happen.

An Employee Quick Start Guide providing you with the basic information needed to log in and access your online paystubs is available below, and by contacting the WeAreONE Response Center at 315-356-1800, or [weareone@onenterprises.com](mailto:weareone@onenterprises.com),



## Welcome to NatPay/Doculivery On-line Pay Stubs

This guide provides you with the basic information needed to log in and access your online pay stubs. Setup notification options with just a few quick clicks!

### Getting Started

1. Go to: [www.Doculivery.com/ONEnterprises.com](http://www.Doculivery.com/ONEnterprises.com)
2. Enter your 6 digit ONE Employee ID number located on the back of your badge.
3. Your Password is your First Name (all caps) followed by the last 4 numbers of your Social Security Number. Example: MARY1234
  - ✓ You may be prompted to change your password after logging in. Follow the on-screen instructions.
4. Click the Log In button.
5. You can now 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. The Main Page lists all of your pay stubs. To view a pay stub simply click on the date you wish to view. From here you can save and print your pay stubs.
7. The 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.
8. Please contact the ONE IT Help Desk at 315-361-7786 for assistance if you are experiencing problems with accessing your personal on-line account.