



Important Information for Accessing Your Online Payment Stubs

ORAU uses an online payment stub service that provides our research participants the optimum ability in managing and tracking stipend payment information.

Your account is activated when your first stipend payment is deposited. Access your online statement at:

<https://my.doculivery.com/External/orau/Login.aspx>.

Your User ID and **initial** Password will be as follows:

User ID	You can find your User ID on the Doculivery card in your Onboarding documents in Zintellect (e.g. ORAU123456).
Initial Password	Your complete last name in all caps followed by six digit ID number (e.g. JONES123456) *If your last name has a hyphen, it is included in the password. If the last name is separated by a space the password will be the second portion of your last name.

Please see the **Doculivery Quick-Start Guide**, which contains detailed instructions for accessing and navigating this system. After following the instructions to **change your Password**, we suggest you record your information below and **maintain it in a secure place**.

User ID: ORAU _____
Password: _____

Please be sure to enter an email account you will have access to once your appointment is over.

Benefits to using this service include but are not limited to the following:

- Payment information is easy to access from any computer with Internet access.
- Additional delivery methods (such as email and text messaging features) are available.
- Online payment stubs offer increased security and confidentiality.
- Payment history is available for verification purposes.
- Online payment stubs may easily be e-mailed to accountants, lenders, or others.

As security is our number one concern, our online service offers Secure Socket Layer (SSL) encryption and advanced password management to ensure the protection and integrity of all payment stub data transmissions.

If you have any questions, please contact your ORISE Point of Contact.

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/External/orau/Login.aspx

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

Your USER ID is:

ORAU in all caps followed by your six digit ID number.

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

Your initial PASSWORD is:

Your complete last name followed by your six digit ID number.

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 Stubs tab **4** 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. **5**

Setting Up Notification Options

1. Click on the Pay Stubs tab **4**. On the right side of the screen, select the appropriate bar **6** to setup email or text message notifications.

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

4

Pay Stubs Messages Manage Your Account

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

[Add Another Text Message Notification](#)

[Add Detailed Text Messaging](#)