

# EZ Stub is now Doculivery

## TO ACCESS YOUR PAY STUB INFORMATION:

1. Go to <https://my.doculivery.com/External/Meramec/Login.aspx>
2. Enter your ID: MV and the first four letters of your LAST name + the first three letters of your FIRST name.  
*Example: Jane Smith's ID would be MVSMITJAN*
3. Enter your password (note - use your most recent password)
4. Click the Log In button
5. You will be prompted to provide answers to some security questions
6. Please make a note of your answers to the security questions for future reference
7. Once logged in, you will see the main screen which is organized by tabs
8. Click on the Statements tab to see a list of all dates for which you have a statement
9. To see the entire statement for a particular date, click on the view icon in the Click to View column on the left side of the screen

## SETTING UP NOTIFICATION OPTIONS:

1. Click on the Statements tab
2. On the right side of the screen, select the appropriate bar to set up email or text message notifications

**NEW EMPLOYEES** – If you have **NEVER** been paid by the district before, your password will be the last four digits of your Social Security Number.

If you are locked out of Doculivery and/or unable to view your pay information, please send an [email](mailto:pkimmel@mvr3.k12.mo.us) to [pkimmel@mvr3.k12.mo.us](mailto:pkimmel@mvr3.k12.mo.us) and I will reset your password.

**Your password will be reset within 24 hours and you will receive confirmation to your district email.**

**WHEN YOU LOG IN TO DOCULIVERY, THE SCREEN INFORMATION WILL BE:**

<b>PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.</b>	
Your User ID is <b>MV</b> and <b>the first four letters of your last name + the first three letters of your firstname.</b> (Example: Jane Smith's ID would be MVSMITJAN)	
User ID:	<b>You must enter your user name first. *</b>
If you have never used EZ Stub, or you are a new employee, your password is the last four digits of your SSN.	
Current EZ Stub users will continue to use the password they set up and used with EZ Stub.	
<i>(After logging in to <b>Doculivery</b> for the first time, you will set up a series of security questions and answers.)</i>	
Password:	<b>* <a href="#">Forgotten Password?</a></b>
For assistance, contact the Payroll Department at <a href="mailto:pkimmel@mvr3.k12.mo.us">pkimmel@mvr3.k12.mo.us</a> 636-271-1400.	
<a href="#">Click here for User Guide</a>	