



## 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. This online service is **activated** on the day you receive your **first stipend payment**.

In order to access your online statements, you will need a **six digit ID number**, which will be sent to you via email as soon as we receive all of your signed documents and other required information (as specified in this offer package). The email with your **six digit ID number** will be titled "From ORAU: Please Keep."

Once you receive your **six digit ID number** and your account is activated (which occurs at the time of your first stipend payment) you can access your online statement at:

[www.doculivery.com/orau](http://www.doculivery.com/orau).

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

User ID	ORAU in all caps followed by <b>six digit ID number</b> (e.g. ORAU123456)
Initial Password	Your complete last name in all caps followed by <b>six digit ID number</b> (e.g. JONES123456)

On the next page of this communication you will see a **Doculivery Quick-Start Guide**, which contains detailed instructions for accessing and navigating this system. After receiving your **six digit ID number** and following the instructions to **change your Password**, we suggest that you record your information below and **keep this in a secure place**.

User ID:        ORAU \_\_\_\_\_  
 Password:     \_\_\_\_\_

We believe that you will find this new service convenient and easy to use. Benefits include:

- 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 emailed to accountants, lenders, or others.

As security is our number one concern, our online service offers SSL (secure socket layer) encryption and advanced password management to ensure the protection and integrity of all payment stub data transmissions. Online payment stubs offer increased confidentiality over a paper payment stub, since those usually pass through four to seven people before being delivered. None of the online payment stub pages are cached in the memory of the computer, and each online payment stub is dynamically created upon each participant's request.

If you have any questions, please call \_\_\_\_\_ at (865) \_\_\_\_\_, or send an email to \_\_\_\_\_.

# 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:

www.doculivery.com/orau

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:

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

Password:

**3**

**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
<b>5</b>	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