# *EzStub*

## *Electronic Pay Stub Program*

# go green

**Enjoy faster access to your Advantage RN paystubs**
and **help save the environment!**

## ELECTRONIC PAY STUBS

Advantage RN has made a commitment to go green and help save paper by implementing EZ-STUBS electronic pay stubs. With electronic pay stubs you'll be able to access your information from any web browser with internet access quickly and securely, no matter your location.

Enjoy features like text message and email notifications! You have your own unique login ID and password—so you can customize your preferences to your needs easily, and on your own schedule.

**Advantage RN**

Contact your branch or recruiter for assistance.

**Turn over** to find all the Quick Start information to get connected & start accessing your new electronic pay stubs.

# EZ-STUBS Electronic Pay Stubs

# Quick-Start Guide

This guide provides all of the quick-start information needed to get connected, and start accessing your new electronic pay stubs in no time at all. Follow the quick and easy steps outlined below to begin accessing your online pay stubs right away.

## Accessing Your Pay Stubs

1. Go to **www.Doculivery.com/CCH**

2. Enter your initial login ID and Password. **1**
   You will be required to change your password upon initial login.
   Your initial USER ID is: your social security number without dashes. *For example, if your social security number is 123-45-67-89 then your USER ID is: 123456789*
   Your initial PASSWORD is the first four letters of your last name and the last four digits of your social security number. *For example, if your last name is Smith and your social security is 123-45-67-89 then your PASSWORD is smit6789*
   The system will then ask you to change your password to something you prefer. When you log in the first time the system will ask you for your email address. Each time a pay statement is posted the system will send you an email telling you a statement is ready to view. Pay Statements are saved on the website up to four years. If you forget your password, you can click 'reset password' and the system will send to your email box a temporary password.

3. Once logged in, you will see the main screen which is organized by tabs. Click on the EZStubs tab **2** 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. **3**

## Changing Settings

1. To change your settings click the Manage Your Account tab **4**. Here you can change your user name, password, and other items quickly and easily – just follow the simple on-screen prompts.

## Setting Up Notification Options

1. Click on the EZStubs tab. On the right side of the screen, select the appropriate bar **5** to setup email or text message notifications.