

## IMPORTANT PAY DAY INFORMATION

**\*\*\*Refer to this when you receive your first paycheck to view your pay stub. You cannot log into the portal until your first pay is loaded\*\*\***



### Doculivery Access (Paycheck Portal) - 5 Quick Steps

1. Go to the Caldwell-West Caldwell Board of Education district website at this address:

[cwcboc.org](http://cwcboc.org)

2. Click on the “Staff Portal” heading.
3. Click “Quick Links”.
4. Scroll down to the paycheck portal, “Doculivery” which you should click on to access the login for your W-2 or paychecks.
5. Follow the instructions on the screen to log in for the first time.

**Reminder:** Your user ID will always be only your last name and last four digits of your social security number. This will never change.

Your password is only the last four digits of your social security number the **FIRST TIME** that you log in and you will be asked to change it to a password of your choosing once you sign in.

**FORGOTTEN PASSWORD:** Be sure to set up your security questions so that you can use the forgotten password link next to the password on the portal. Use the drop down to pick questions that you can answer or write them down and keep in a safe place.

**W-2 ACCESS:** Make sure that you opt-in to receive your tax forms on the portal. W-2's are not mailed out but are delivered via the portal to access whenever you need to print them.

**ALERT SETUP:** On the paycheck tab at the top of the page, you have the option to set up alerts as a text message to your cell phone or as an e-mail. Once you leave the district, if you no longer want the alerts, you will simply log on and remove your alerts.

**10 YEAR ACCESS TO THE PORTAL:** Everyone has access to the paycheck portal for ten (10) years after leaving the district in order to retrieve W-2's and past paychecks. It would be a good idea to set alerts to a personal email and not the school/district email.