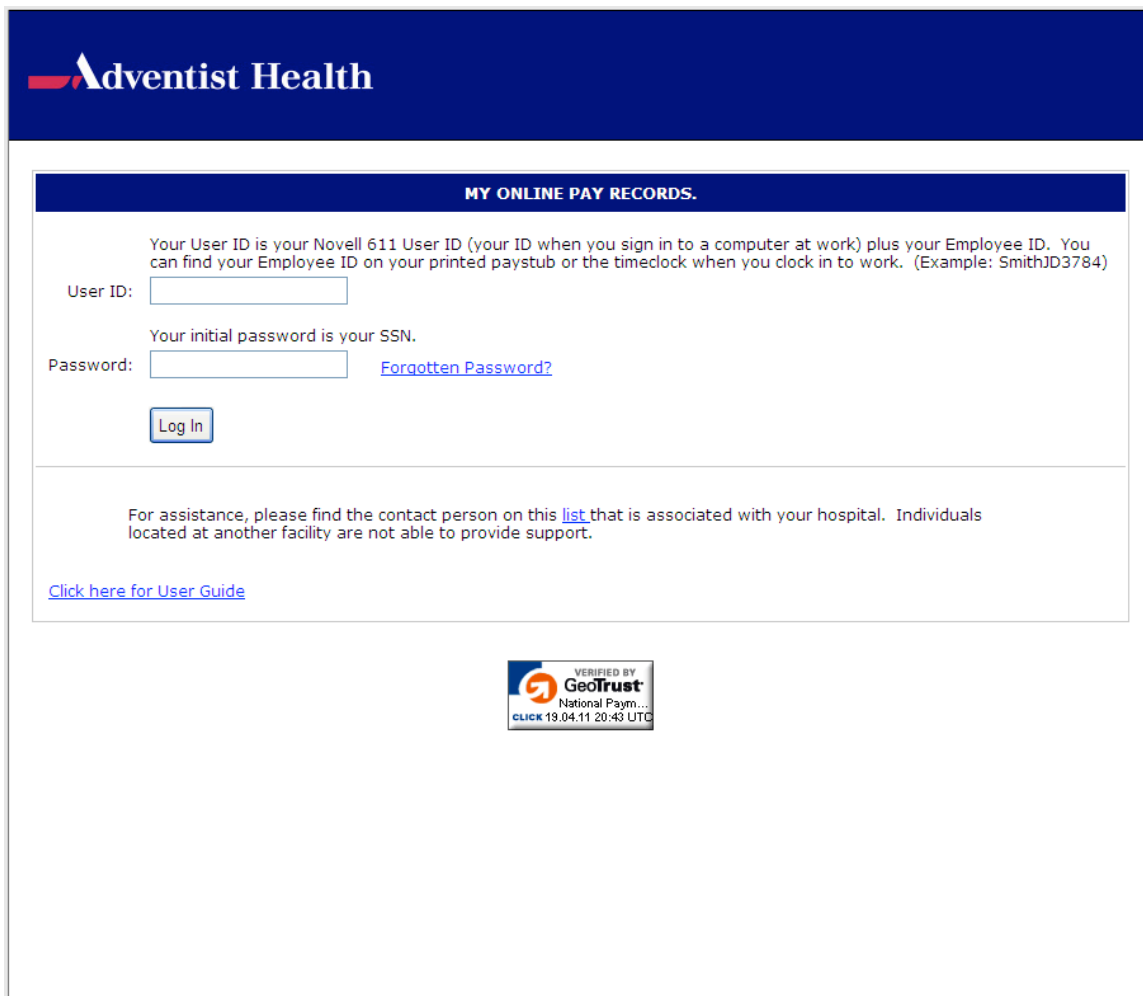


Online Pay Records are here! An electronic version of your next pay-stub will be available for you to access at any time via the internet or on the Connect website.

Get set up today and get your payroll information early! Get an email sent to your home or work address notifying you of your upcoming paycheck! Away from home? Have a text message sent to your phone with your direct deposit amount. Re-financing? Buying a car? Get access to prior paychecks at the click of a button!

To log in and set your profile up, visit this site: [www.doculivery.com/adventist](http://www.doculivery.com/adventist).




The screenshot shows the Adventist Health website's login page for online pay records. At the top, the Adventist Health logo is displayed in white on a dark blue background. Below the logo, a dark blue header bar contains the text "MY ONLINE PAY RECORDS." in white. The main content area is white and contains the following elements:

- A paragraph explaining the User ID: "Your User ID is your Novell 611 User ID (your ID when you sign in to a computer at work) plus your Employee ID. You can find your Employee ID on your printed paystub or the timeclock when you clock in to work. (Example: SmithJD3784)"
- A "User ID:" label followed by a text input field.
- A paragraph explaining the initial password: "Your initial password is your SSN."
- A "Password:" label followed by a text input field and a blue link labeled "Forgotten Password?".
- A blue "Log In" button.
- A horizontal line separating the login fields from the assistance text.
- A paragraph of assistance text: "For assistance, please find the contact person on this [list](#) that is associated with your hospital. Individuals located at another facility are not able to provide support."
- A blue link labeled "Click here for User Guide".
- A GeoTrust security seal at the bottom center, which includes the text "VERIFIED BY GeoTrust National Paym..." and a timestamp "CLICK 19.04.11 20:43 UTC".

Your User ID will be the first six letters of your last name plus your first and middle initial (same as your Novel User ID) plus your employee ID (Example: ThomsoJD3784). Don't know your Employee ID? It is found on your pay-stub under your name in the top right section.

Your initial password is your SSN (you will be prompted to change this).

Once you have logged-in, you will be prompted to answer 5 security questions, as well as change your password and enter an email address.



Welcome:

**PLEASE ANSWER 5 SECURITY QUESTIONS.**

(1)	What is your middle name?	<input type="text"/>	Remove
(2)	What was your first car?	<input type="text"/>	Remove
(3)	What was your mothers maiden name?	<input type="text"/>	Remove
(4)	Where did you grow up?	<input type="text"/>	Remove
(5)	What is the name of your best friend?	<input type="text"/>	Save

**PLEASE CHANGE YOUR PASSWORD.**

Enter Old Password:

**Your password must be at least seven characters in length and contain at least one digit.**

Enter New Password:

Confirm New Password:

**YOU MUST ENTER YOUR EMAIL ADDRESS**

Email Address:

Save Information

After you have saved your security, password and email information, you will be brought to this page. You can click on your pay-stub(s) for viewing here.

The screenshot shows the Adventist Health employee portal. At the top, there is a dark blue header with the Adventist Health logo on the left and "Log Out" and "Contact Us" links on the right. Below the header, a "Welcome:" message is displayed. A navigation bar contains four buttons: "AMC-P PayStubs", "Messages", "Manage Your Account", and "Help". The main content area is split into two columns. The left column features a table with two columns: "CLICK TO VIEW" and "PAY DATE". Each row in the table has a document icon in the "CLICK TO VIEW" column and a date in the "PAY DATE" column. The right column contains a series of blue boxes with white text. The first box says "IF YOU WOULD LIKE TO RECEIVE NOTIFICATIONS OF IMPORTANT MESSAGES, THEN PLEASE SET UP A MESSAGE DELIVERY OPTION ON THE 'MESSAGES' TAB." The second box says "YOU HAVE NOT SET UP ANY USER NOTIFICATIONS". Below this are four buttons: "Add Email Delivery Option", "Add Email Notification", "Add Text Message Notifications", and "Add Detailed Text Messaging".

CLICK TO VIEW	PAY DATE
	4/21/2011
	4/7/2011
	3/24/2011
	3/10/2011
	2/24/2011
	2/10/2011
	1/27/2011
	1/13/2011
	1/13/2011

**IF YOU WOULD LIKE TO RECEIVE NOTIFICATIONS OF IMPORTANT MESSAGES, THEN PLEASE SET UP A MESSAGE DELIVERY OPTION ON THE 'MESSAGES' TAB.**

**YOU HAVE NOT SET UP ANY USER NOTIFICATIONS**

**Add Email Delivery Option**

**Add Email Notification**

**Add Text Message Notifications**

**Add Detailed Text Messaging**

You can also add delivery instructions for email or text messages by clicking on the buttons on the right. You can send test messages to your email address or phone number to insure the messaging function is working properly.

That's it! When the payroll information is uploaded you will be notified when the paystubs are ready.