

INSTRUCTIONS FOR REGISTERING FOR THE NEW PAYROLL DOCUMENT SERVICES VIEWER:

Please Note: Your password for the email attachment you receive on payday will remain the same.

tcboexxxx (x's = first 5 digits of your social)

Copy and Paste the Following Link into Your Internet Browser:

<https://finance.thomas.k12.ga.us/dsvviewer>

<<If you are prompted to update or install *Microsoft Silverlight* go ahead and allow it>>

The First Time to the Site, Select "Register":



Enter *Social Security Number (to link to payroll system – first time only) & click “next”:



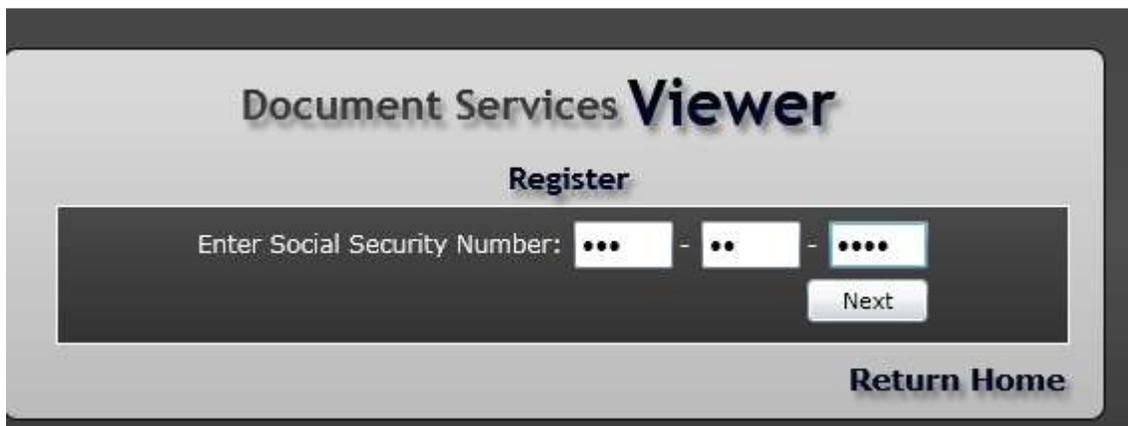
Document Services **Viewer**

Register

Enter Social Security Number: - -

[Return Home](#)

**Note, your Social Security Number is hidden from view:*



Document Services **Viewer**

Register

Enter Social Security Number: - -

[Return Home](#)

You will be asked to create a *User Name* of your choice (minimum length 5, any combination of letters and/or numbers) & click “next”:

(Try to make it something you can easily remember and make a note of it! Note, this system will not accept symbols so you cannot use your existing system network ID if it includes a “.”)



The screenshot shows a web interface titled "Document Services Viewer" with a sub-header "Register". Below the header is a text input field labeled "User name:" followed by a "Next" button. At the bottom right of the interface is a "Return Home" link.

Choose one of four security questions, and enter answer (you will have to answer this question each time you log in so make it something you can remember) & click “next”:



The screenshot shows a web interface titled "Document Services Viewer" with a sub-header "Register". Below the header is a dropdown menu labeled "Choose Security Question:" and a text input field labeled "Answer:". To the right of the input fields is a "Next" button. At the bottom right of the interface is a "Return Home" link.

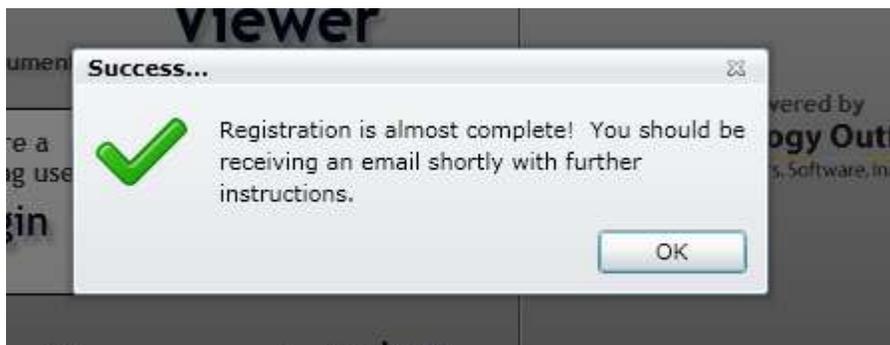
****NOTE: If you forget the answer to your security questions your account must be REMOVED by the Admin USER and you must re-register your account.**

Choose a portal password and enter it, twice, then click on “Register”:



The screenshot shows a web interface for "Document Services Viewer". The main heading is "Document Services Viewer" with "Register" centered below it. There are two input fields: "Password:" and "Verify Password:". A "Register" button is located to the right of the "Verify Password" field. At the bottom right of the page, there is a "Return Home" link.

You will receive the following message:



Click “OK” & close your browser.

You will receive an email shortly with the following message:

Registration is nearly complete!

Your unique authorization token is: 242cada634d2ef8d (will be different from this one)

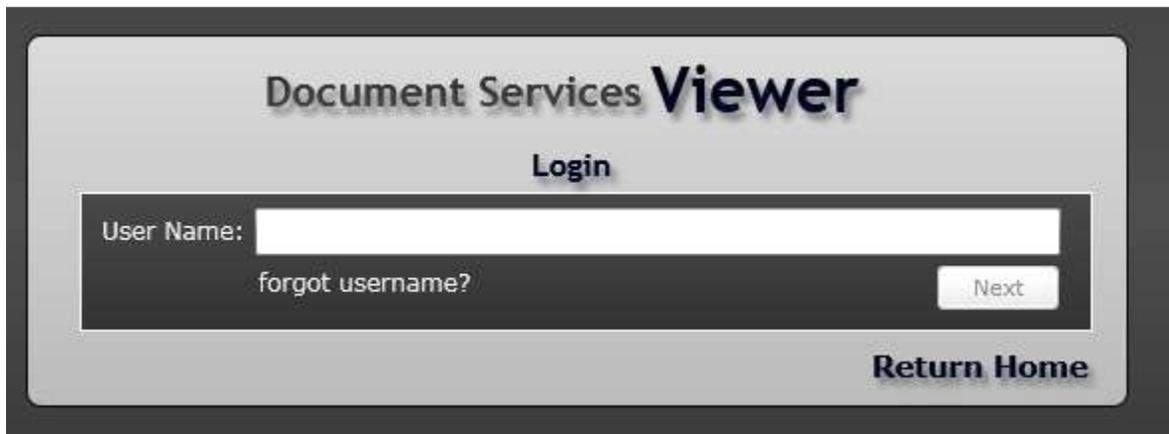
Your user name is: _____ (the username you selected previously)

To complete the registration process, please click the following link. You will be required to enter your authorization token.

[Click Here](#)

(Important!!! If you do not have an email address registered in the payroll system your token will go to Laurie Stewart and you will have to contact her at the Central Office to complete your registration!!)

When you receive the email go back to the viewer through the enclosed link, and enter your user name & click “next”:



The image shows a screenshot of a web application interface for "Document Services Viewer". The title "Document Services Viewer" is displayed in a large, bold, black font at the top. Below the title, the word "Login" is centered. The main content area contains a "User Name:" label followed by a white text input field. Below the input field, there is a link that says "forgot username?". To the right of the input field is a button labeled "Next". At the bottom right of the interface, there is a link that says "Return Home". The entire interface is set against a light gray background with a dark gray border.

Answer your security question & click “next”:



Document Services **Viewer**

Login

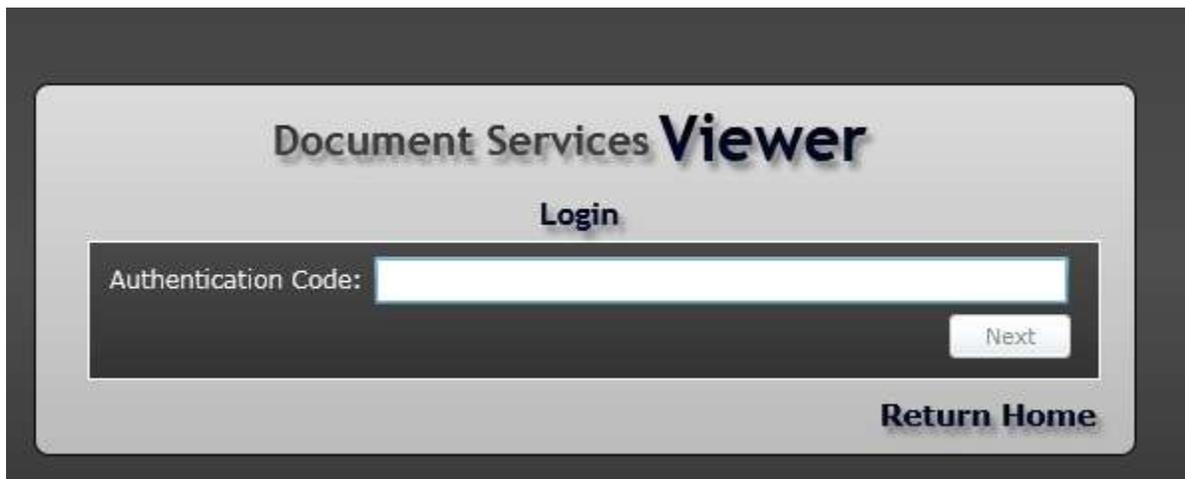
Question: What is your favorite city?

Answer:

Next

[Return Home](#)

Enter your authorization token (you must write it down and type it in you can NOT copy and paste) & click “next”:



Document Services **Viewer**

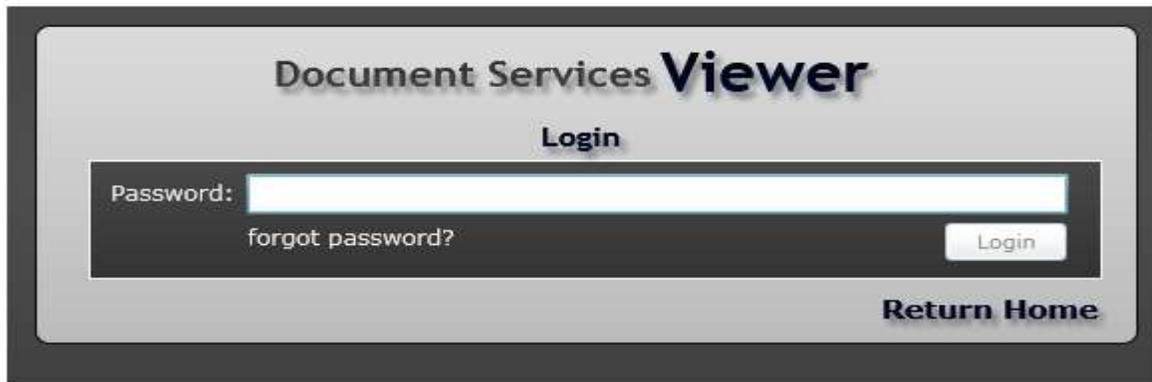
Login

Authentication Code:

Next

[Return Home](#)

Enter your password & click “next”:



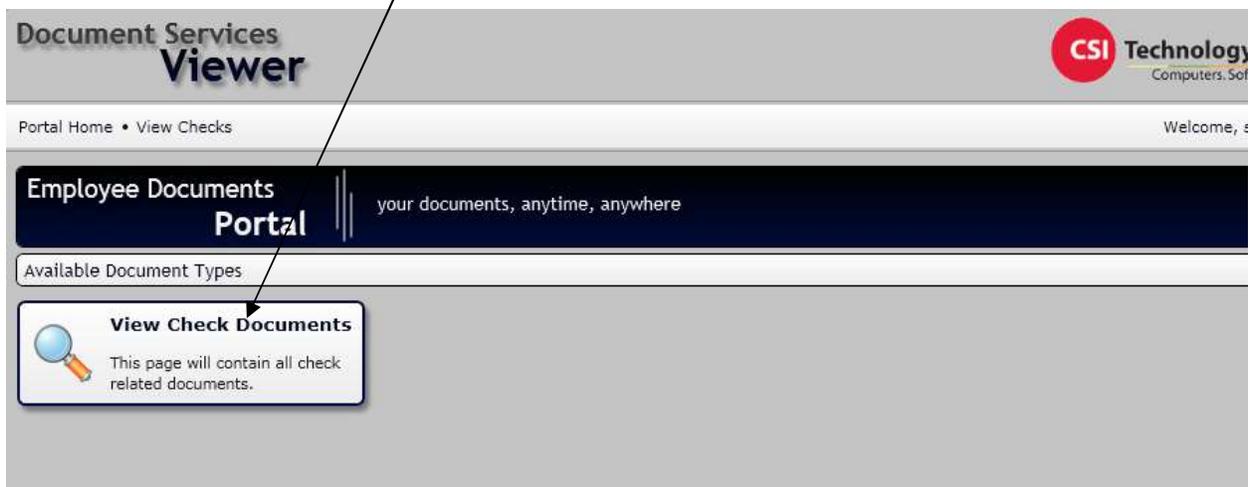
The image shows a login screen for 'Document Services Viewer'. At the top, it says 'Document Services Viewer' and 'Login'. Below that is a 'Password:' label followed by a text input field. Under the input field is a link that says 'forgot password?'. To the right of the input field is a 'Login' button. At the bottom right of the screen is a 'Return Home' link.

(In the future, click on “Login” not “Register”),

The following directions are specific to the web browser Internet Explorer. If you are using a different browser your steps could vary.

You will see the following screen:

Click on “View Check Documents”



The image is a screenshot of the 'Employee Documents Portal'. At the top left, it says 'Document Services Viewer'. At the top right is the 'CSI Technology' logo with the tagline 'Computers.Sof'. Below the logo is a navigation bar with 'Portal Home • View Checks' and 'Welcome, s'. The main header area has 'Employee Documents Portal' and the tagline 'your documents, anytime, anywhere'. Below the header is a section titled 'Available Document Types'. Under this section is a button labeled 'View Check Documents' with a magnifying glass icon. A tooltip box next to the button says 'View Check Documents' and 'This page will contain all check related documents.' An arrow points from the text 'Click on “View Check Documents”' to this button.

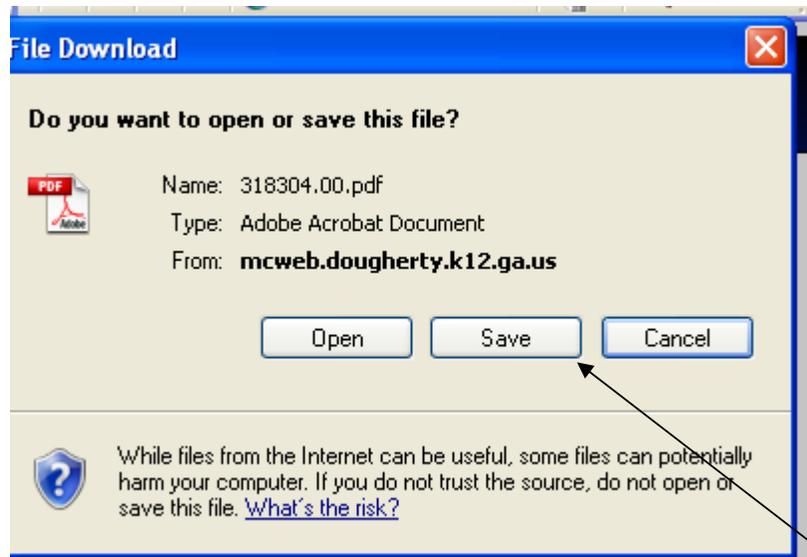
DOUBLE-click on check number:

(the check month/year reflects when they were copied over to the portal for July and August checks, not the check date)

Check Number	Type	Check Month/Year
318304.00	Statement	September 2011
321464.00	Statement	September 2011

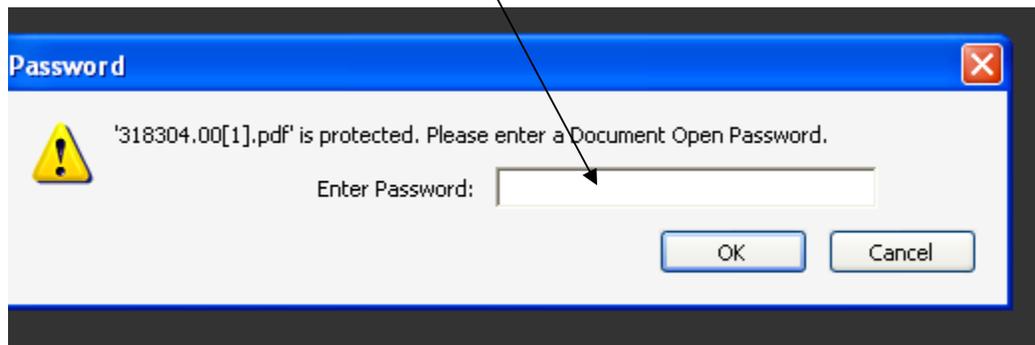
Click here to download or save to your computer:





Click on “Open” or “Save”

Enter your portal password again:



***Note: you will have to re-enter this password any time you open a saved copy of this document.*

****Your check stub/statement may not look exactly like the printed one that you receive but should have all pertinent information.**

If you have any problems or questions please contact your Admin USER (Laurie Clark or Morgan Bass).