

## Changing Your Contact Information, Direct Deposit, NJ W4, and Federal W4 On Doculivery

1. Log on to the Doculivery website
  - a. [www.doculivery.com/Systems3000-Branchb](http://www.doculivery.com/Systems3000-Branchb)
  - b. User name is your last name and the last 4 digits of your social security number
2. Under your name (on left side) there are a series of 6 tabs
3. Select the Informs Tab (third tab)
  - a. Here you can change
    - i. your information
      1. can change address
      2. phone number
      3. email address
    - ii. direct deposit
      1. can enter
        - a. new direct deposit
          - i. enter your banking information and then submit
        - b. cancel direct deposit
        - c. revise existing direct deposit
    - iii. NJ W-4
      1. Enter your information and submit
    - iv. Federal W-4
      1. Enter your information and submit
4. Payroll Receives notification that there has been a change and will change it for the next pay period