

## Instructions for Accessing Electronic Deposit Advices

1. Go to the website [www.doculivery.com/bps](http://www.doculivery.com/bps)  
Make sure you type this in the address line, not in a search engine box. A search engine box will take you to a generic site. If you have reached the correct site, it will say “Bremen Public Schools” at the top of the page.
2. Enter your user ID – Your user ID is bps and your employee ID number. Your employee ID number can be found in the upper left hand corner of a check stub or deposit advice. Do not use the two digits to the right of the decimal point.  
Example: bps12345
3. Enter your password – Your password is set as the last four digits of your social security number. You may change your password once you access the system.
4. Once you have logged in, the system will ask for an e-mail address. You do not have to give an e-mail address. If you provide an e-mail address, you can ask for e-mail help if you have forgotten a changed password.

Your deposit advices are available on this site for a period of two years. Leave day information and withholding information is now available at your convenience.

W-2 information will also be available on this site if you opt into that program.