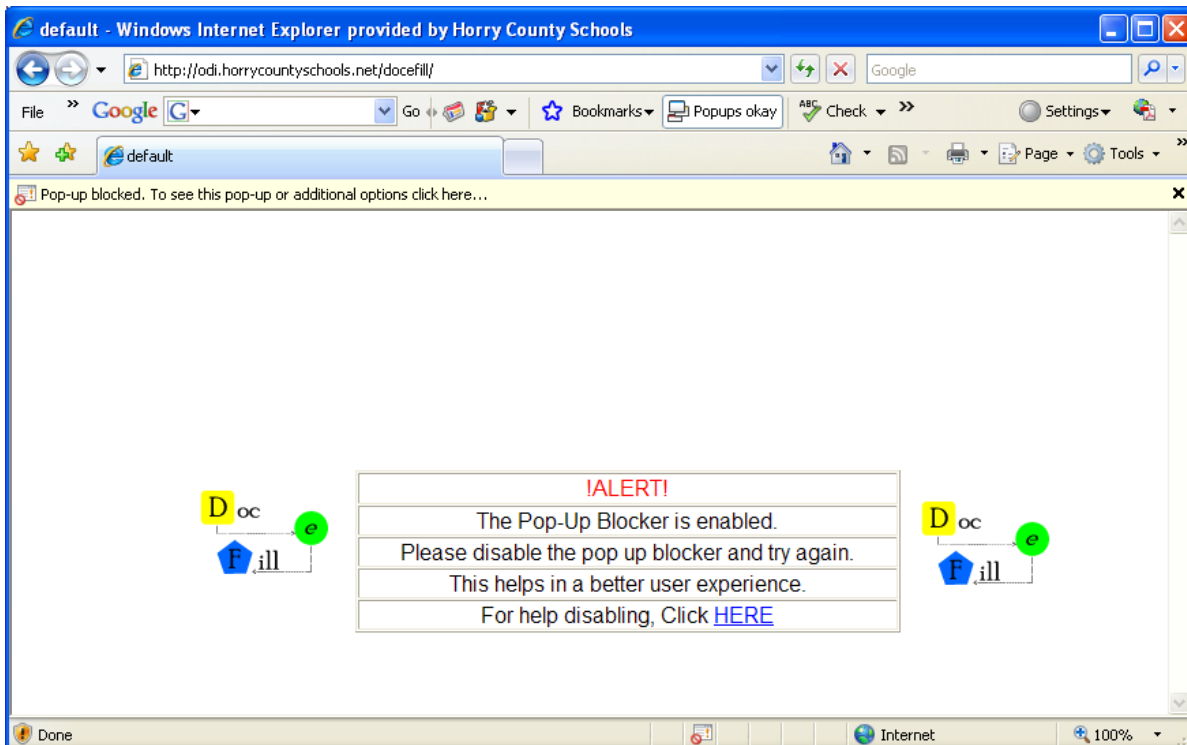


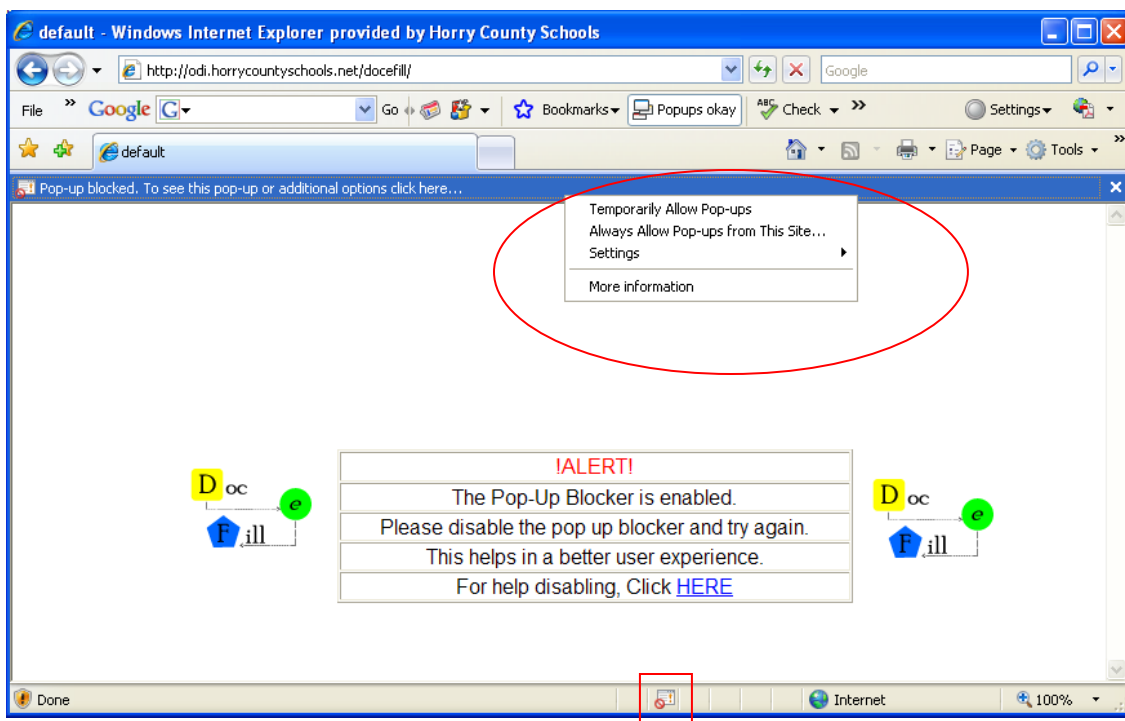
# Logging into Doc e Fill

Use the following instructions to view your direct deposit information online.

1. Using a web browser go to this address: <http://odi.horrycountyschools.net/>
2. If you have a pop-up blocker installed you may get the following screen. If not go to step 3.

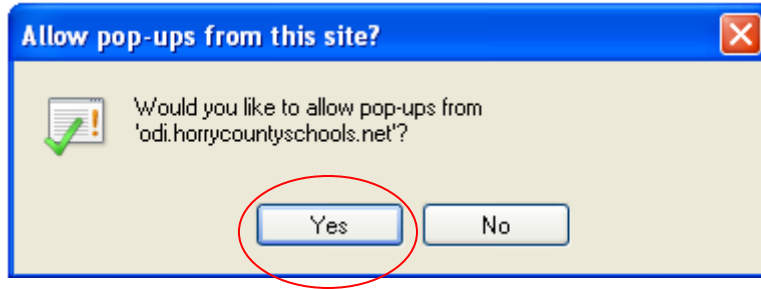


Click the yellow bar to access the options menu and select "Always Allow Pop-ups from this Site" (see image below).



If the yellow bar does not appear click the icon (small square above) at the bottom of your browser window to access the same menu.

You should get a confirmation box. Select 'Yes' to allow pop-ups (see image below).



3. Enter your user name and password from the Self-Service letter you received from Payroll.

**Welcome, Please Login**

Username:

Password:

[Forgotten your username/password?](#)

4. You will be prompted to update your password the first time you access the system. Please use a strong password and don't share it with others. Once you update your password, a confirmation email will be sent to you.

**UPDATE REQUIRED**

**The following information needs to be updated in order to complete the login process.**

**PASSWORD**

Password:

Repeat Password:

You are now logged in to Doc E Fill.

**As a first time user, you should verify your email address.**

The district has designated your school email address as the current email address. Notifications of changes or updates to your account will be sent to this email address.



**Step 1:** Click on the change user settings icon to verify/change your email address. The following box will pop up

- Password Settings
- Email Address
- Archive Settings
- Location Settings
- Report Settings

**These Settings will take effect upon your next login.**

**CHANGE PASSWORD**

**Password:**

**Repeat Password:**

**Step 2:** Click on the Email Address link.

**Step 3:** Review the current email address. If the information is incorrect, please update your email address information.

**Step 4:** Click the Submit button.

You have now updated your password and email address. Please refer to the reviewing your pay stub instructions to view your pay stubs.