Web Pay Registration

- 1 Access Web Pay at https://login.paylocity.com.
- Click Register User to create a new User Name and confidential Password.



- 3 In the Register User Screen, type in the Image Text shown. Click **Next**.
- Enter the Paylocity assigned Company Id (not case-sensitive) and your Last Name.
- 5 Enter your nine digit Social Security number (**SSN**); enter your SSN a second time in the **Confirm SSN** field.

- 6 Enter your Home Zip Code and click **Next**.
- 7 Enter the Image Text.

Employee Informa	tion
Please provide information to identify the emmust match the employee information in our	
Company ID	
Last Name	
SSN	
Confirm SSN	
Home Zip Code	
Once you see the image below appear, enter press "Next".	the text displayed into the blank form field and
Image Text	
uup1h	
Display New Image	
Previous	Next
FIEVIOUS	- Next

Enter the Username (not casesensitive) and Password (this is casesensitive) you would like to use when accessing this account, taking into account specific requirements as noted.



Enter your Password a second time in the Confirm Password field and click Next.

Username	1				
Pass	sword				
Must mee	3 of the 4 rules t	to be valid.			
• 7 - 20	characters				
Include	les a number				
Include	es an upperc	ase and lowe	rcase letter		
 Include 	es a non-alph	nanumeric ch	aracter such as	a # or!	
Password					
Confirm P	assword				

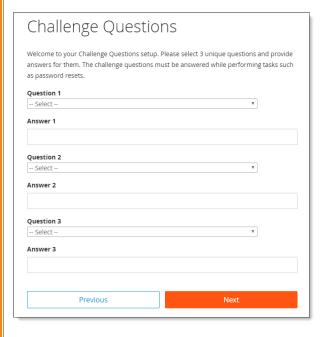
Smart Tip

Selected **Username** and **Password** must meet the rules noted in order to be valid.



web pay

- Select login challenge questions from the Question 1, Question 2, and Question 3 drop downs and enter answers.
- 1 Click Next.



There is an 80 character limit for **Answer** fields.

Select an image from the **Select Security Image** drop down.

Enter a personal **Security Phrase** (128 character limit) and click **Next**.



☆ Smart Tip

The image and phrase selected will appear on the login screen once the **Company Id** and **Username** are entered.

- 14 Verify all registration information is correct.
- (15) Click **Finish** to create the new user account and enter Web Pay.

REMINDERS:

- Online videos are available to show you how to register a user.
- Once the user account is created, users may log in through the main screen by entering the Company Id, User Name, and Password selected during registration.
- In order to maintain confidentiality, employees must contact their Company Administrator with questions. Paylocity is not authorized to speak directly with employees.