

## Web Pay Registration

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

The screenshot shows the Paylocity login page with the following elements:

- Paylocity logo at the top.
- Company Id field with a question mark icon.
- Username field.
- Password field.
- Remember My Credentials checkbox.
- Orange Login button.
- Forgot Password link and Register User link (highlighted with a red arrow).

- 3 In the Register User Screen, type in the Image Text shown. Click **Next**.
- 4 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**.

The screenshot shows the 'Employee Information' registration screen with the following elements:

- Header: Employee Information
- Text: Please provide information to identify the employee account to register. This information must match the employee information in our system exactly.
- Fields: Company ID, Last Name, SSN, Confirm SSN, Home Zip Code, Image Text.
- Text: Once you see the image below appear, enter the text displayed into the blank form field and press "Next".
- Image: A CAPTCHA image showing the text 'uup1b'.
- Link: [Display New Image](#)
- Buttons: Previous and Next.

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

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

The screenshot shows the 'Username' and 'Password' registration screen with the following elements:

- Header: Username
- Text: Must be between 3 and 20 characters.
- Field: Username
- Header: Password
- Text: Must meet 3 of the 4 rules to be valid.
- Rules:
  - 7 - 20 characters
  - Includes a number
  - Includes an uppercase and lowercase letter
  - Includes a non-alphanumeric character such as a # or !
- Fields: Password, Confirm Password
- Buttons: Previous and Next.

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

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**10** Select login challenge questions from the **Question 1**, **Question 2**, and **Question 3** drop downs and enter answers.

**11** Click **Next**.

### Challenge Questions

Welcome to your Challenge Questions setup. Please select 3 unique questions and provide answers for them. The challenge questions must be answered while performing tasks such as password resets.

**Question 1**

**Answer 1**

**Question 2**

**Answer 2**

**Question 3**

**Answer 3**

**Smart Tip**

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

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

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

### Security Image

Please select a security image to see on login.

**Select Security Image**

**SecurityImage**

Please provide a security phrase

**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.