

Web Pay Registration

- 1. Access the login page.
- 2. Click Register User.

Need Help?
Need Help?
Format?

₩ Smart Tip

To be able to register, an employee record must have been created for you on the assigned **Company ID**. The information being entered has to match what is on that record.

Contact your company administrator or supervisor to confirm your record's details if you are having difficulty entering the correct information in the registration process.

近 Smart Tip

From a mobile device, tap on the Apple or Google Play icon to navigate to the respective app store to download the Paylocity Mobile Application (App).

Paylocity Mobile is required to be enabled for the company you are assigned to for use of the app.

- 3. Enter the Paylocity assigned **Company ID** (not case-sensitive), then your **Last Name**.
- 4. Enter your nine-digit Social Security Number (SSN) in the SSN and Confirm SSN fields.
- 5. Enter your **Home Zip Code**.
- 6. Click into the box next to I'm not a robot and click Continue.
 - If prompted to further confirm you as a user after checking the box, complete the verification steps and click **Verify**.

paylocity			
Before we can get you logged in, we just need some information to properly identify the employee account to register. This information must match the employee information in our system exactly.			
Company ID (required)			
DOC04			
Last Name (required)			
Nolan			
SSN (required)			
Confirm SSN (required)			
•••••			
Home Zip Code (required)			
60005			
✓ I'm not a robot			
Continue			
Return to Login			

近 Smart Tip

If the Paylocity assigned **Company ID** is not known, contact your company administrator or supervisor for more information.

Paylocity is not authorized to speak with employees who are not authorized contacts.



7. Enter the **Username** (not case-sensitive), then the **Password** (case-sensitive) into the **Password** and **Confirm Password** fields. Click **Continue**.

Paylocity Now that we have that sorted out, let's setup your account. Username (required)	Smart Tip The Username is required to be between 3 and 20 characters.
cnolan	
Password (required)	えば Smart Tip
Passwords are case sensitive. Passwords must be 7 to 20 characters in length, must not be duplicates of any of the previously four used passwords and must include 2 of the following 3 items: • I or more numbers • I or more upcase letters and 1 or more lowercase letters. • 1 or more upcased letters duplicates of the second sec	The Password is required to be between 7 and 20 characters, in addition to including 2 of the following 3 items: 1 or
Confirm Password (required)	more numbers, 1 or more uppercase
	letters and 1 or more lowercase letters, 1
Continue	or more non-alphanumeric characters.
Go Back	

8. Select challenge questions from the **Question (1,2,3)** drop downs, provide the answers, and click **Continue**.

paylocity		
As an added security measure, challenge are used to verify your identity during tas resetting your password. Please select 3 questions and provide the answer for ea	questions ks such as unique ch.	
Question 1 (required)		
On what street did you grow up?	•	
Answer 1 (required)		えば <u>Smart Tip</u>
52nd Street		Choose questions and answers that are
Question 2 (required)		not difficult to recall. Challenge questions
What is your father's middle name?	,	can be asked when performing tasks such
Annuar 2 Ironuiradh		as resetting a password.
loseph		
Question 3 (required)		
What is your favorite hobby?	•	
Answer 3 (required)		
Exercise		
Continue		
Go Back		

9. Review all the populated information and click Finish to create your user account.