

Web Pay & Web Time Registration




1 Access Web Pay at <https://login.paylocity.com>.

2 Click **Register User** to create a new User Name and confidential Password.

3 Enter your Home Zip Code and click **Next**.

4 Enter the **Image Text**.

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

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

6 Enter the Paylocity assigned **Company Id** (not case-sensitive) and your **Last Name**.

7 Enter your nine digit Social Security number (**SSN**); enter your **SSN** a second time in the **Confirm SSN** field.

Web Pay Registration

- 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



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.