# Web Pay & Web Time Registration

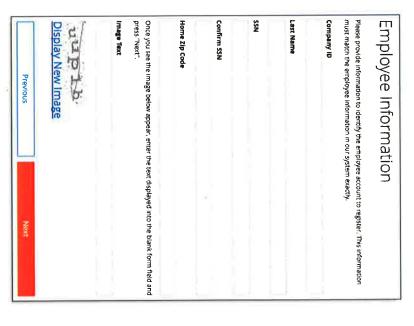
- Access Web Pay at <u>https://login.paylocity.com</u>
- Click Register User to create a new User Name and confidential Password.



- In the Register User Screen, type in the Image Text shown. Click Next.
- ② Enter the Paylocity assigned Company Id (not case-sensitive) and your Last Name.
- Enter your nine digit Social Security number (SSN); enter your SSN a second time in the Confirm SSN field.

Enter your Home Zip Code and click Next.

Enter the Image Text.



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.

Paylocity | 3850 N. Wilke Road Arlington Heights, Illinois 60004 www.paylocity.com



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

## Username Must be between 3 and 20 characters. Username Password Password Password Confirm Password Previous Previous Name Name

汉 <u>Smart Tip</u>
Selected **Username** and **Password**must meet the rules noted in order to
be valid.

## Web Pay Registration

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

#### Challenge Questions Answer 3 Question : Question 2 Answer 1 Question 1 as password resets. answers for them. The challenge questions must be answered while performing tasks such Welcome to your Challenge Questions setup. Please select 3 unique questions and provide Answer 2 Previous

fields. 汉 Smart Tip There is an 80 character limit for **Answer** 

Select an image from the Select Security Image drop down.

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

> > web pay

paylocity @



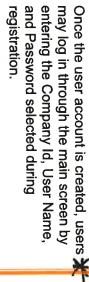
以 Smart Tip

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

- Verify all registration information is correct.
- 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.



employees. is not authorized to speak directly with Administrator with questions. Paylocity employees must contact their Company In order to maintain confidentiality,

