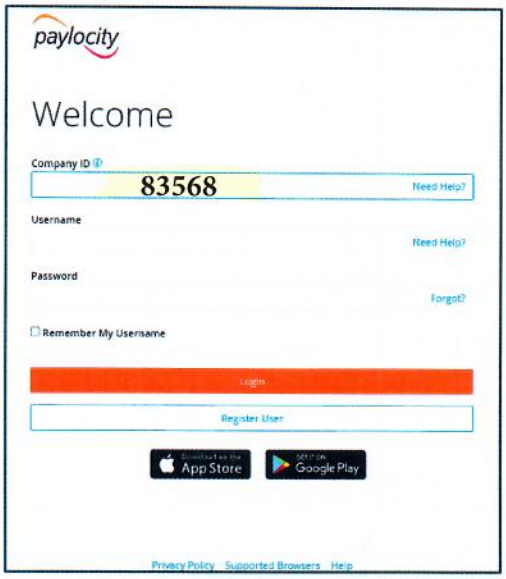
Web Pay Registration

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



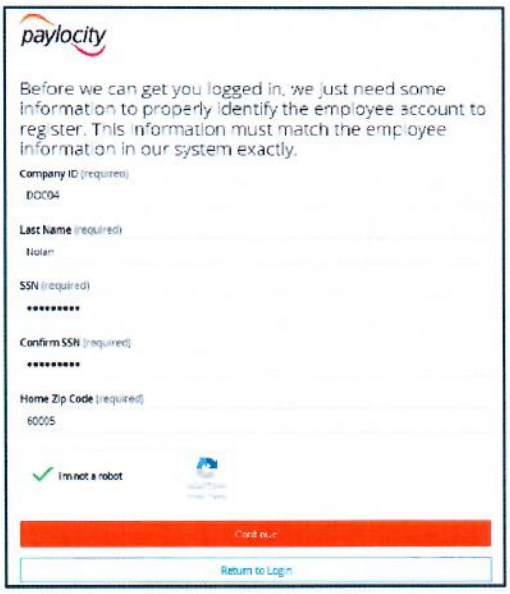
Smart Tip
To be able to register, an employee record must have been created for you on the assigned **Company ID**. The information being entered has to match what is on that record.

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.

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**.



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.

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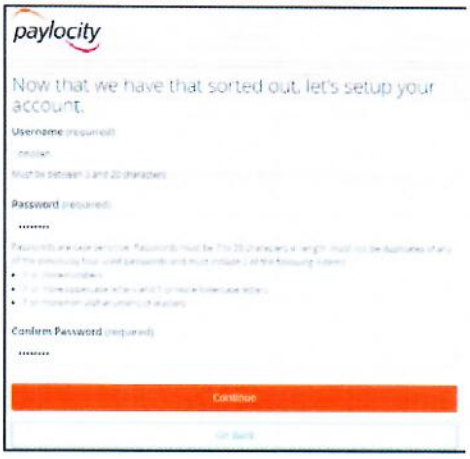
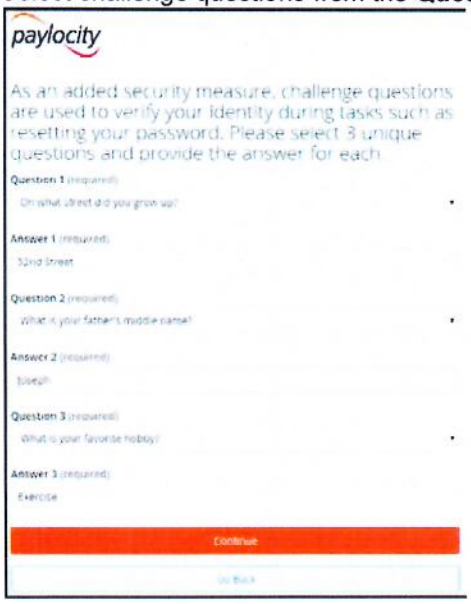
7. Enter the **Username** (not case-sensitive), then the **Password** (case-sensitive) into the **Password** and **Confirm Password** fields. Click **Continue**.



Smart Tip
The **Username** is required to be between 3 and 20 characters.

Smart Tip
The **Password** is required to be between 7 and 20 characters, in addition to including 2 of the following 3 items: 1 or more numbers, 1 or more uppercase letters and 1 or more lowercase letters, 1 or more non-alphanumeric characters.

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



Smart Tip
Choose questions and answers that are not difficult to recall. Challenge questions can be asked when performing tasks such as resetting a password.

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

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