

## 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. At the top is the Paylocity logo. Below it are input fields for Company Id, Username, and Password. There is a checkbox for "Remember My Credentials" and a "Login" button. At the bottom, there are links for "Forgot Password" and "Register User". A red arrow points from the "Register User" link to the right.

- 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. It includes a heading "Employee Information" and a note: "Please provide information to identify the employee account to register. This information must match the employee information in our system exactly." The form contains fields for Company ID, Last Name, SSN, Confirm SSN, Home Zip Code, and Image Text. Below the Image Text field is a CAPTCHA image showing the letters "uup1b" and a "Display New Image" link. At the bottom are "Previous" and "Next" buttons.

- 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. It includes a heading "Username" and a note: "Must be between 3 and 20 characters." Below is a "Username" input field. The "Password" section has a heading "Password" and a note: "Must meet 3 of the 4 rules to be valid." The rules are:

- 7 - 20 characters
- Includes a number
- Includes an uppercase and lowercase letter
- Includes a non-alphanumeric character such as a # or !

Below the rules are "Password" and "Confirm Password" input fields. At the bottom are "Previous" and "Next" buttons.

**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.