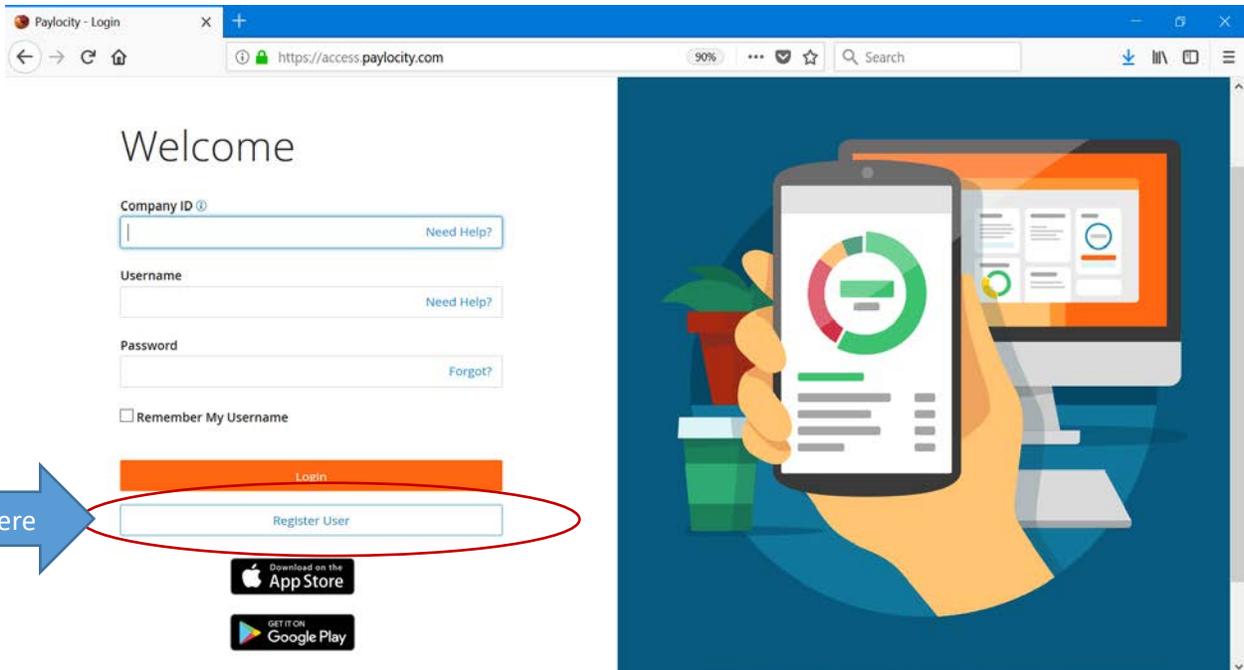


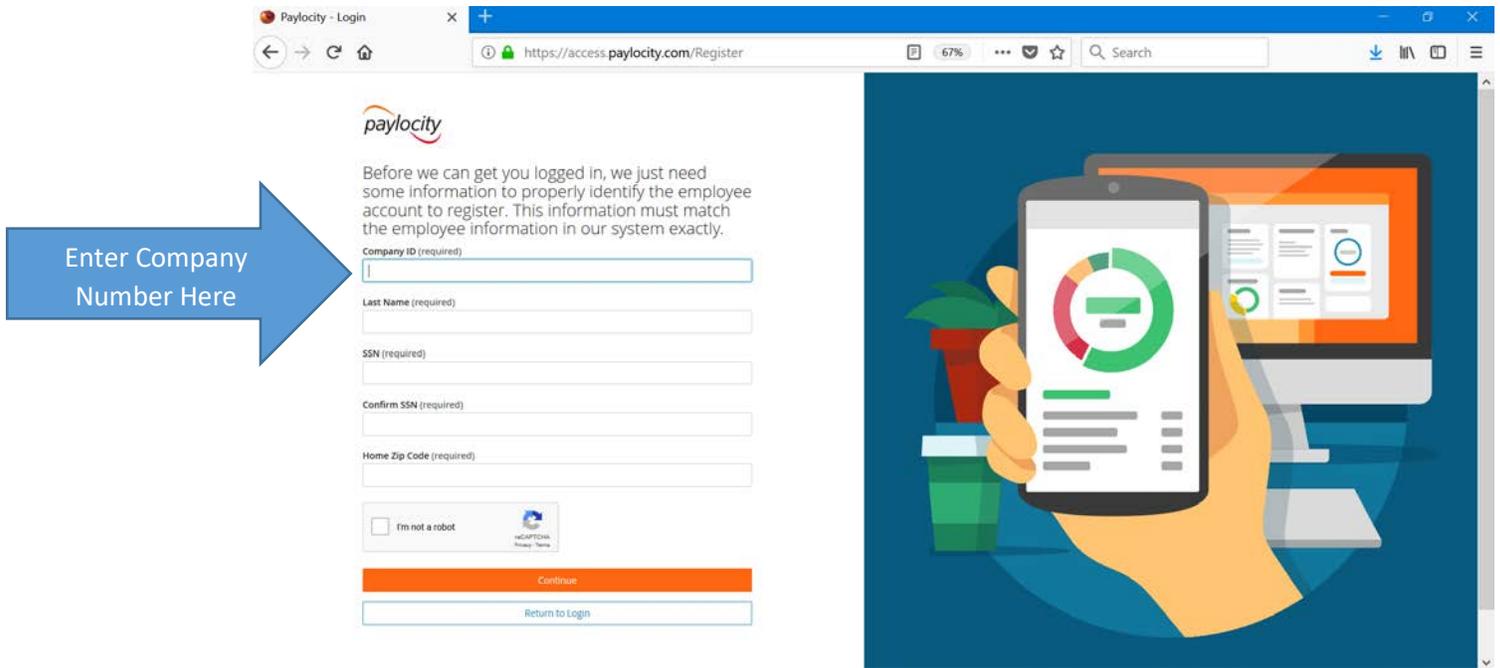
Paylocity Web Pay Self-Service Portal Registration Instructions

To enroll:

- 1) Access Paylocity's Web Pay at <https://access.paylocity.com/>
- 2) Select Register User



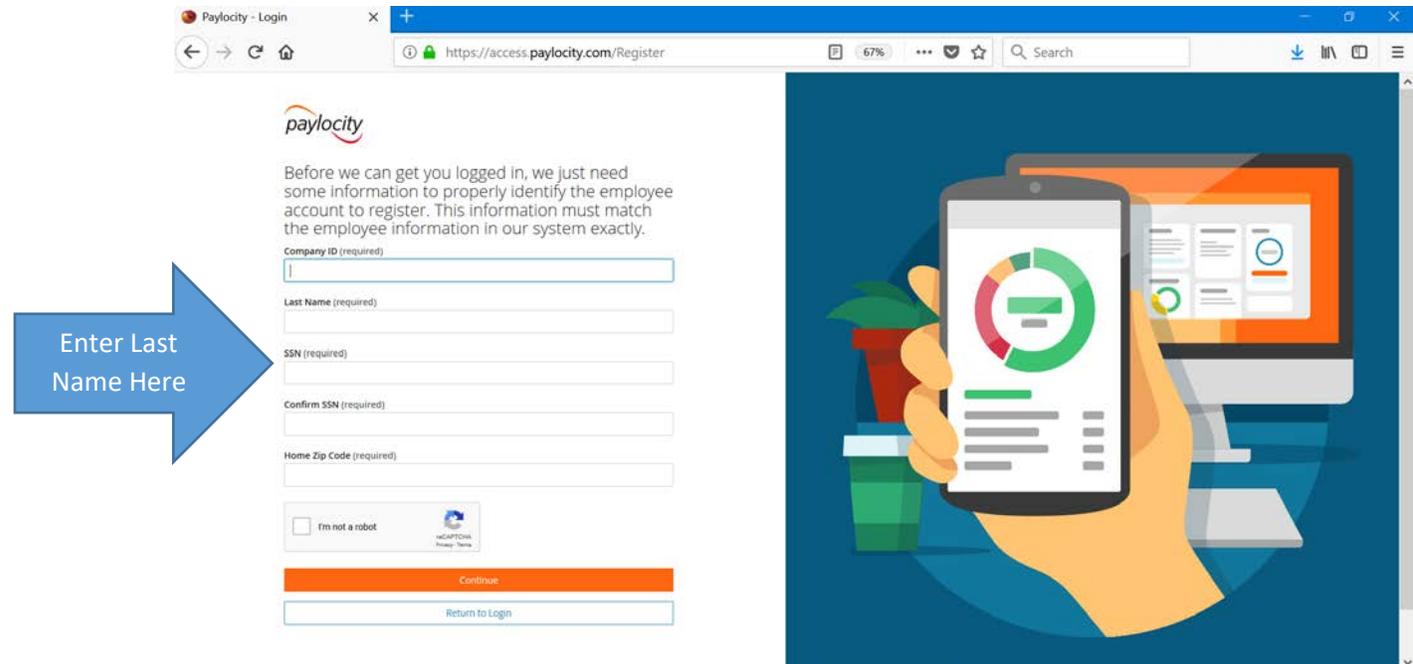
3) Enter in the company ID provided by your HR Department



The screenshot shows a web browser window at the URL <https://access.paylocity.com/Register>. The page features the Paylocity logo and a registration form. A blue arrow points to the "Company ID (required)" field. The form includes fields for "Last Name (required)", "SSN (required)", "Confirm SSN (required)", and "Home Zip Code (required)". There is also a checkbox for "I'm not a robot" with a hCAPTCHA logo, and two buttons: "Continue" and "Return to Login".

Enter Company Number Here

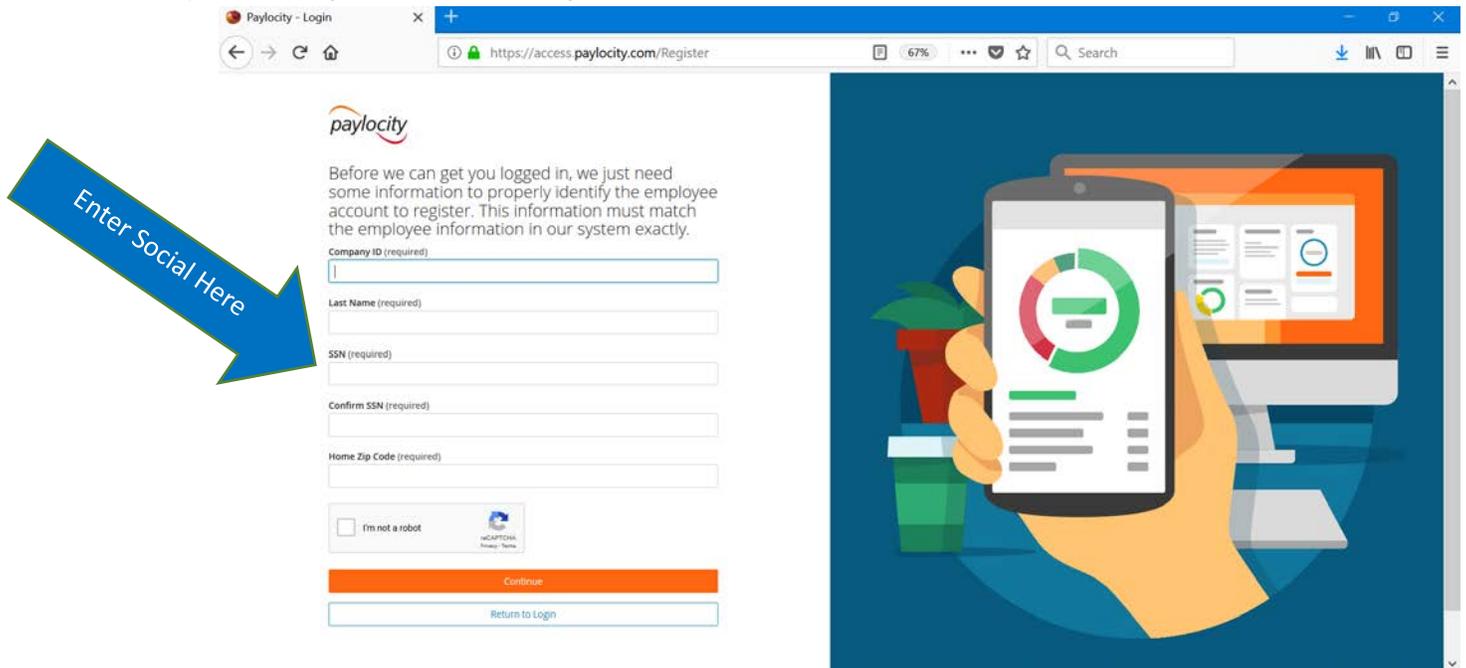
4) Enter in your last name as it appears on your check



The screenshot shows the same web browser window and registration form as above. A blue arrow points to the "Last Name (required)" field.

Enter Last Name Here

5) Enter in your Social Security Number

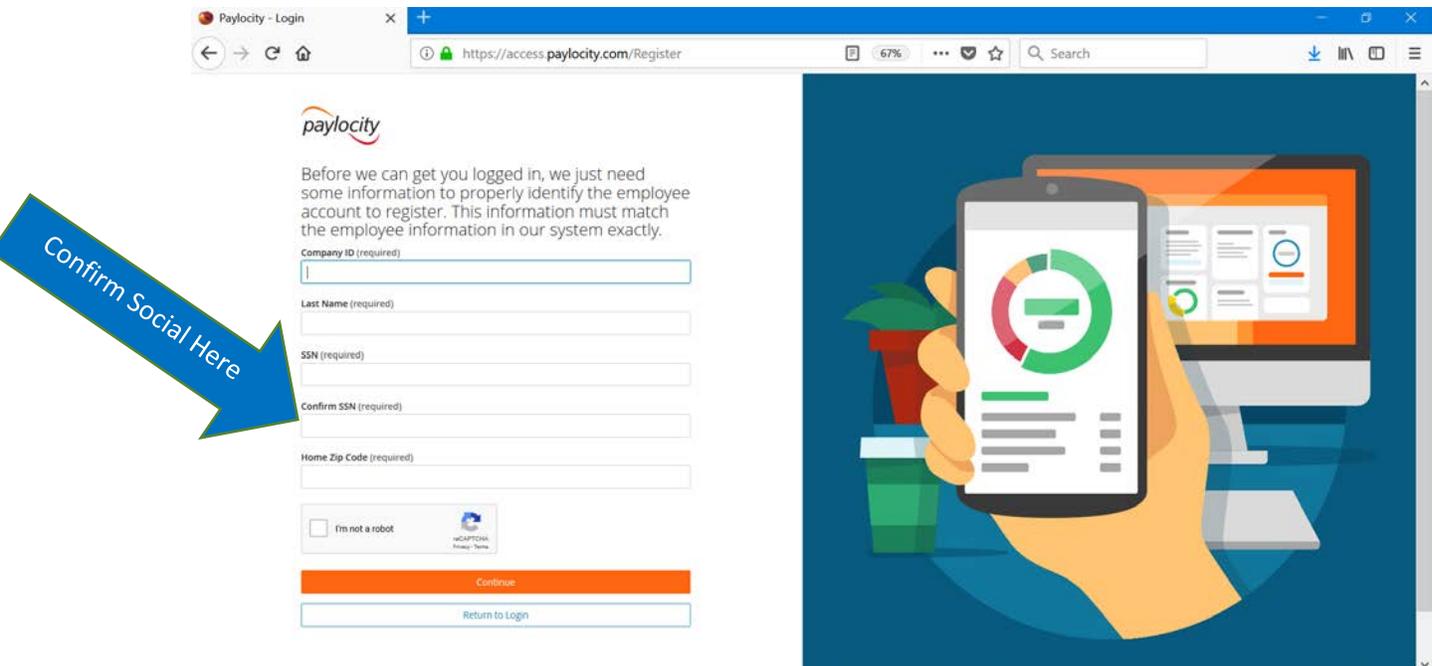


The screenshot shows the Paylocity registration page in a browser. The URL is <https://access.paylocity.com/Register>. The page contains the following fields and elements:

- Company ID (required)
- Last Name (required)
- SSN (required) - This field is highlighted by a blue arrow labeled "Enter Social Here".
- Confirm SSN (required)
- Home Zip Code (required)
- I'm not a robot (with a reCAPTCHA logo)
- Continue button (orange)
- Return to Login button (white)

The right side of the page features a graphic illustration of a hand holding a smartphone displaying a dashboard with a pie chart, next to a laptop displaying a similar dashboard.

6) Confirm your Social Security Number



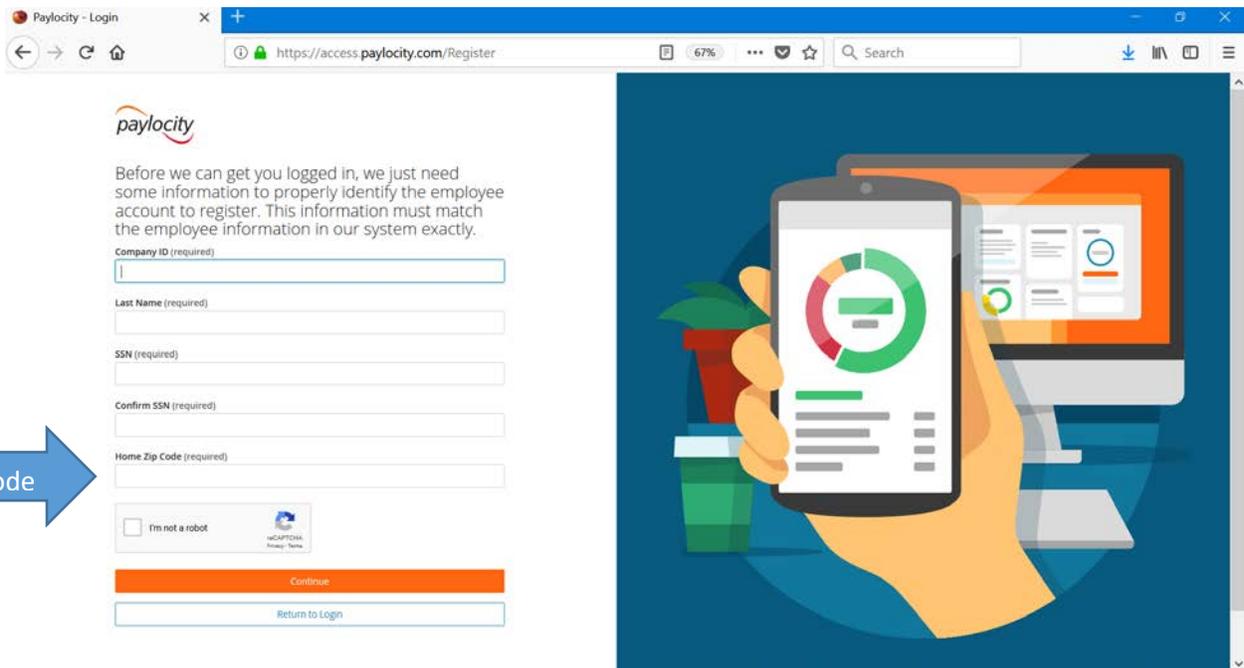
This screenshot is identical to the one above, showing the registration form. In this step, a blue arrow labeled "Confirm Social Here" points to the "Confirm SSN (required)" field.

The form fields and elements are the same as in step 5:

- Company ID (required)
- Last Name (required)
- SSN (required)
- Confirm SSN (required) - This field is highlighted by a blue arrow labeled "Confirm Social Here".
- Home Zip Code (required)
- I'm not a robot (with a reCAPTCHA logo)
- Continue button (orange)
- Return to Login button (white)

The graphic illustration on the right remains the same, showing a hand holding a smartphone and a laptop.

7) Enter in your zip code



Paylocity - Login

https://access.paylocity.com/Register

67%

Search

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)

Last Name (required)

SSN (required)

Confirm SSN (required)

Home Zip Code (required)

I'm not a robot

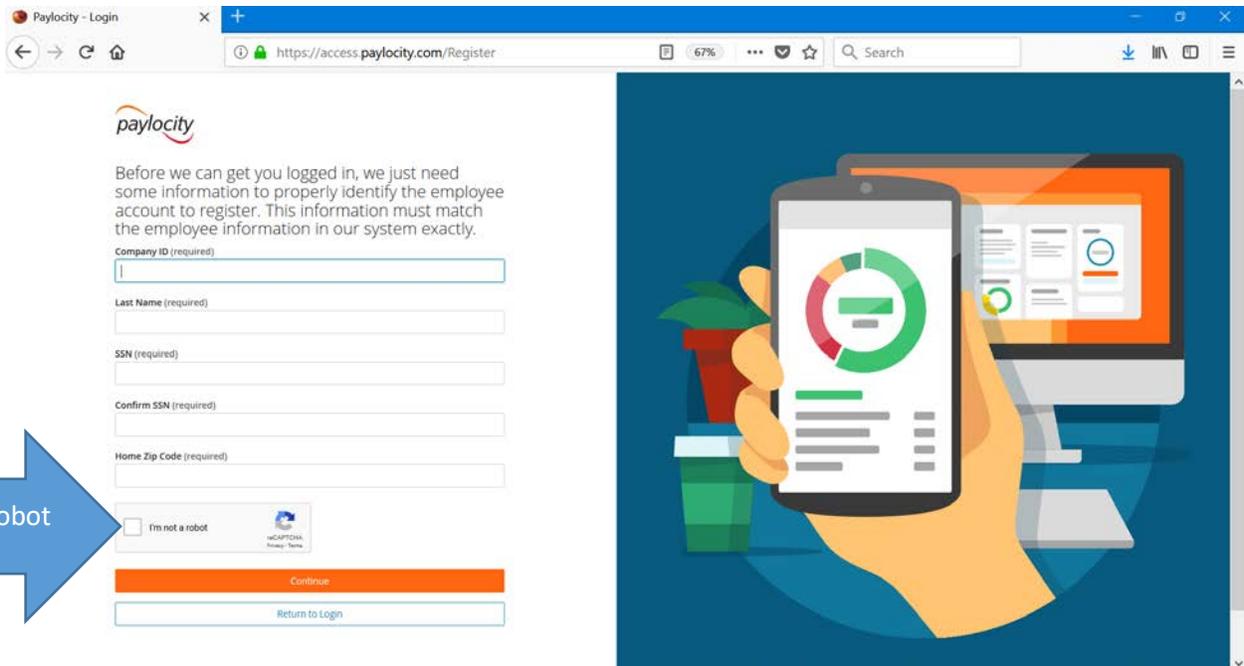
Continue

Return to Login

Enter Zipcode



8) Select I am not a robot and answer the question



Paylocity - Login

https://access.paylocity.com/Register

67%

Search

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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)

Last Name (required)

SSN (required)

Confirm SSN (required)

Home Zip Code (required)

I'm not a robot

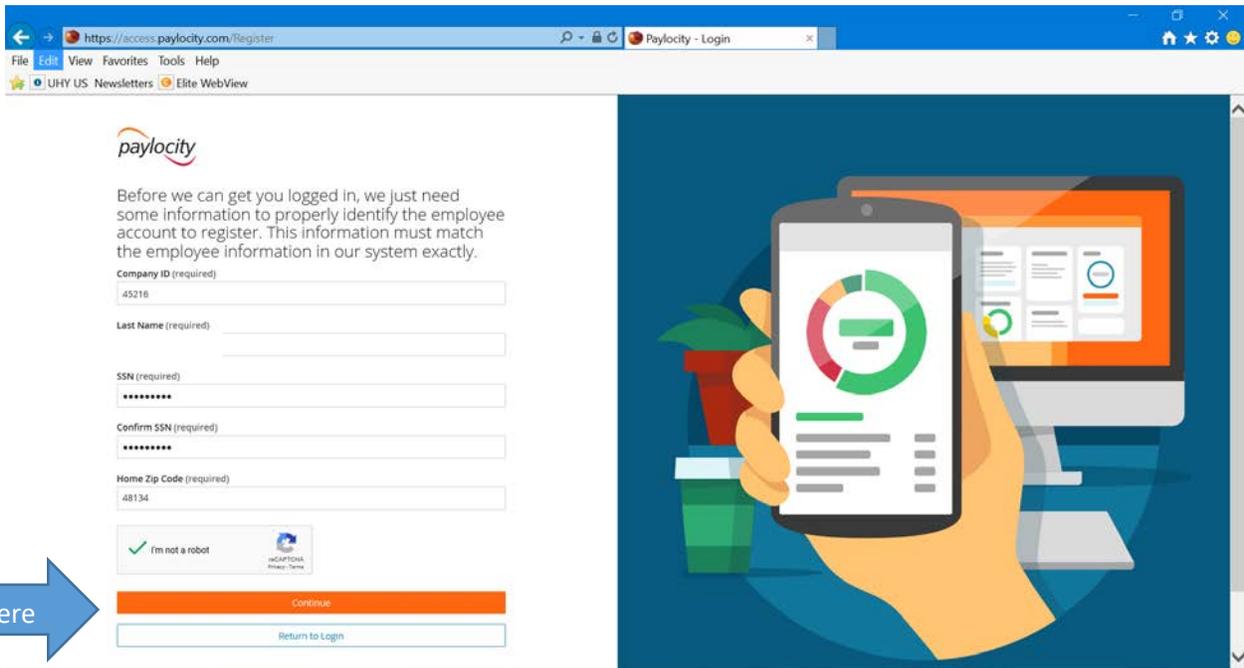
Continue

Return to Login

I am not a robot



9) Click continue



https://access.paylocity.com/Register

Paylocity - Login

File Edit View Favorites Tools Help

UHY US Newsletters Elite WebView

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)
45216

Last Name (required)

SSN (required)

Confirm SSN (required)

Home Zip Code (required)
48134

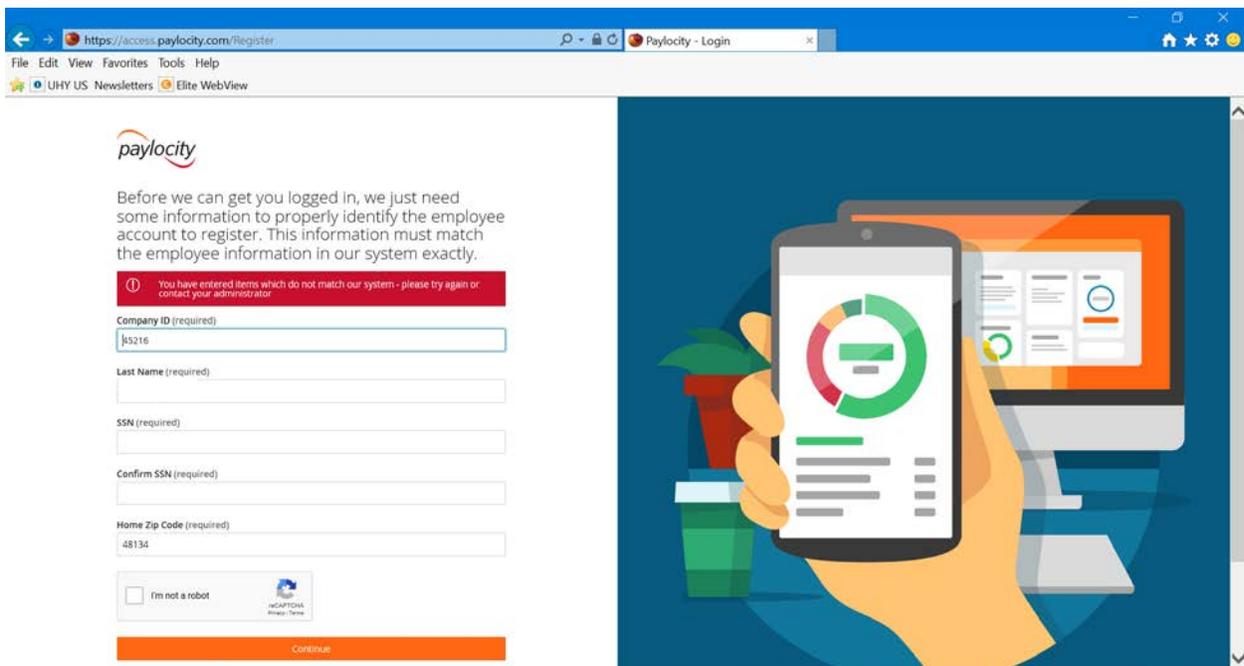
I'm not a robot 

[Continue](#)

[Return to Login](#)

Continue here

If your information is entered in incorrectly you will receive the following message and will need to correct the issue listed



https://access.paylocity.com/Register

Paylocity - Login

File Edit View Favorites Tools Help

UHY US Newsletters Elite WebView

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.

ⓘ You have entered items which do not match our system - please try again or contact your administrator

Company ID (required)
45216

Last Name (required)

SSN (required)

Confirm SSN (required)

Home Zip Code (required)
48134

I'm not a robot 

[Continue](#)

10) Once your information is verified and authenticated, you will be prompted to create your user account

The screenshot shows the Paylocity account creation interface. At the top left is the Paylocity logo. Below it is the heading "Now that we have that sorted out, let's setup your account." The form consists of three input fields: "Username (required)", "Password (required)", and "Confirm Password (required)". The "Continue" button is highlighted in orange, and the "Go Back" button is a standard white button with a blue border. At the bottom, there are links for "Privacy Policy", "Supported Browsers", and "Help".

paylocity

Now that we have that sorted out, let's setup your account.

Username (required)

Enter a unique user name here.

Must be between 3 and 20 characters

Password (required)

Enter password here

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:

- 1 or more numbers
- 1 or more uppercase letters and 1 or more lowercase letters
- 1 or more non-alphanumeric characters

Confirm Password (required)

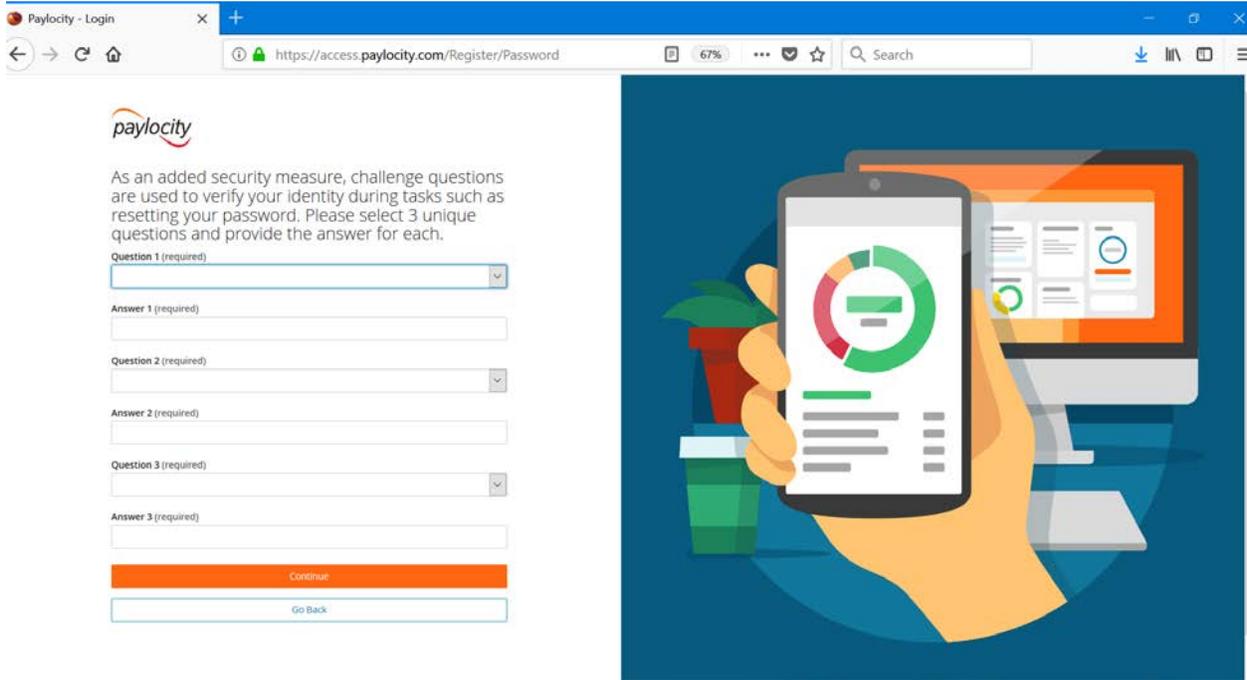
Confirm password here

Continue

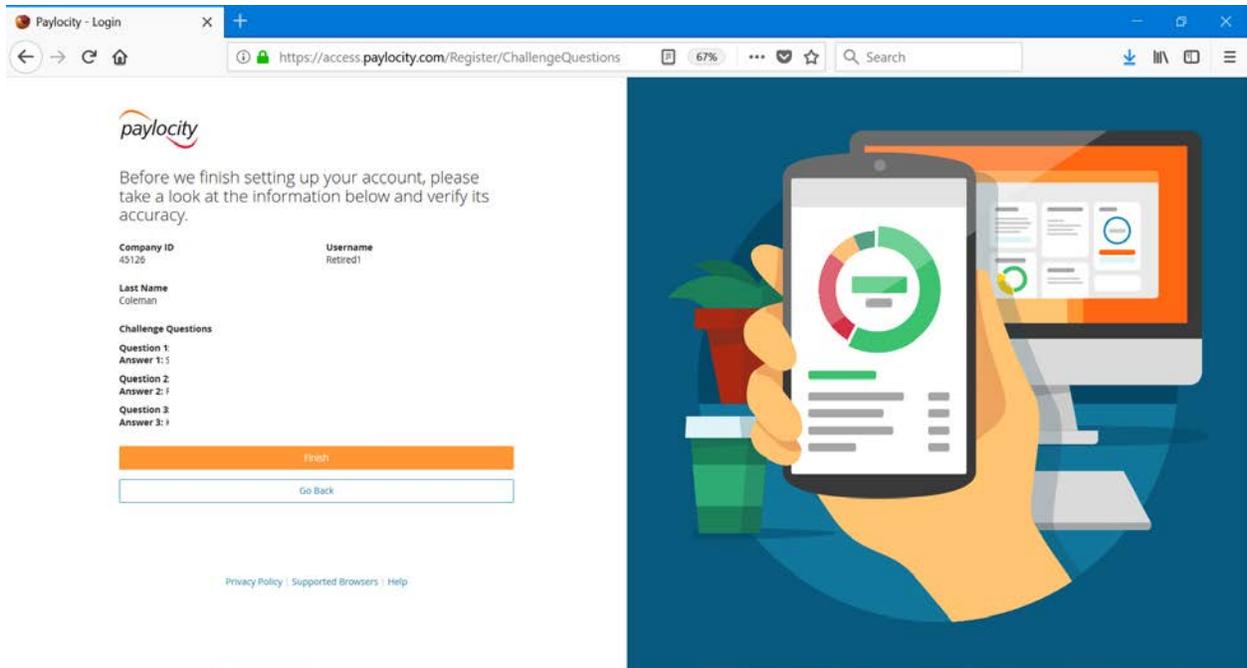
Go Back

[Privacy Policy](#) | [Supported Browsers](#) | [Help](#)

11) Once you are successfully registered you will need to answer challenge questions to prevent others from accessing your system without authorization.



12) Select continue to confirm your answers



Once logged into the Web Pay Self Service Portal you will be directed to the main dashboard