

Web Pay Registration

1. Access the [login page](#).
2. Click **Register User**.

The screenshot shows the Paylocity login page. At the top left is the Paylocity logo. Below it is the word 'Welcome'. There are three input fields: 'Company ID' with a 'Need Help?' link, 'Username' with a 'Need Help?' link, and 'Password' with a 'Forgot?' link. Below these is a checkbox for 'Remember My Username'. There are two buttons: an orange 'Login' button and a blue 'Register User' button. At the bottom are icons for 'Download on the App Store' and 'GET IT ON Google Play'. At the very bottom are links for 'Privacy Policy', 'Supported Browsers', and 'Help'.

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**.

The screenshot shows the Paylocity registration page. At the top left is the Paylocity logo. Below it is the text: '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.' There are five input fields: 'Company ID (required)' with 'DOC04', 'Last Name (required)' with 'Nolan', 'SSN (required)' with '*****', 'Confirm SSN (required)' with '*****', and 'Home Zip Code (required)' with '60005'. Below these is a checkbox for 'I'm not a robot' with a reCAPTCHA icon and 'Privacy Terms' link. There are two buttons: an orange 'Continue' button and a blue 'Return to Login' button.

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.

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

The screenshot shows the Paylocity account setup interface. At the top is the Paylocity logo. Below it, a message reads: "Now that we have that sorted out, let's setup your account." The form contains three main sections:

- Username (required):** A text input field containing "cnolan". Below it, a note states: "Must be between 3 and 20 characters".
- Password (required):** A masked text input field. Below it, a note states: "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):** A masked text input field.

 At the bottom of the form are two buttons: an orange "Continue" button and a light blue "Go Back" button.

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.

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

The screenshot shows the Paylocity account setup interface for challenge questions. At the top is the Paylocity logo. Below it, a message reads: "As an added security measure, challenge questions are used to verify your identity during tasks such as resetting your password. Please select 3 unique questions and provide the answer for each." The form contains three question-and-answer pairs:

- Question 1 (required):** A dropdown menu with the text "On what street did you grow up?".
- Answer 1 (required):** A text input field containing "52nd Street".
- Question 2 (required):** A dropdown menu with the text "What is your father's middle name?".
- Answer 2 (required):** A text input field containing "Joseph".
- Question 3 (required):** A dropdown menu with the text "What is your favorite hobby?".
- Answer 3 (required):** A text input field containing "Exercise".

 At the bottom of the form are two buttons: an orange "Continue" button and a light blue "Go Back" button.

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.

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