

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.

paylocity
web pay

Company Id

Username

Password

Remember My Credentials

Login

[Forgot Password](#) [Register User](#)

- 3 In the Register User Screen, type in the Image Text shown. Click **Next**.
- 4 Enter the Paylocity assigned Company Id and your Last Name.

Our company ID is 15192.

- 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**.

Employee Information

Please provide information to identify the employee account to register. This information must match the employee information in our system exactly.

Company ID

Last Name

SSN

Confirm SSN

Home Zip Code

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- 7 Enter the User Name and Password you would like to use when accessing this account, taking into account specific requirements as noted.

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

Username

Must be between 3 and 20 characters.

Username

Password

Must meet 3 of the 4 rules to be valid.

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

Password

Confirm Password

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Smart Tip
Selected **Username** and **Password** must meet the rules noted in order to be valid.

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9 Select login challenge questions from the Question 1, Question 2, and Question 3 drop downs and enter answers.

10 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
Who was your favorite teacher?

Question 2
What is your favorite television show?

Question 3
-- Select --

Answer 3

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11 Select an image from the Select Security Image drop down.

12 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

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Smart Tip

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

13 Verify all registration information is correct.

14 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.

Smart Tip

There is an 80 character limit for **Answer** fields.