Web Pay Login

paylocity

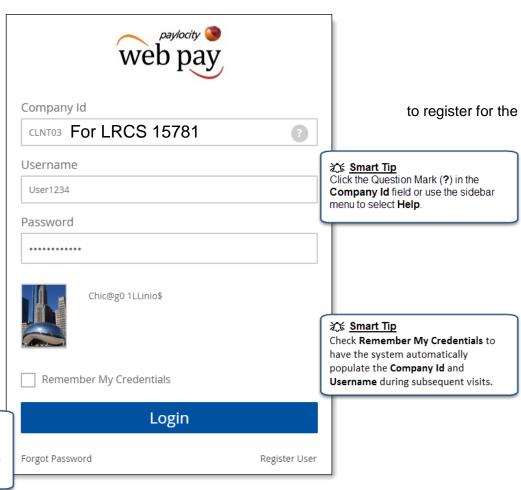**①** Access Web Pay at https://login.paylocity.com.

② Enter the Paylocity assigned Company Id.

③ Enter the Username (not case-sensitive).

④ Enter the Password (case-sensitive and 7 to 20 characters).

⑤ Click **Login** to enter Web Pay.

REMINDERS:

- Click **Register User** first time.
- Paylocity is not authorized to speak with employees on paycheck questions. They can assist with Website issues only.

to register for the

paylocity web pay

Company Id

| CLNT03 For LRCS 15781 | ? |

Username

| User1234 |

Password

| •••••••••••• |

Chic@g0 1LLinio$

☐ Remember My Credentials

Login

Forgot Password   Register User

> **☼ Smart Tip**
> Click the Question Mark (**?**) in the **Company Id** field or use the sidebar menu to select **Help**.

> **☼ Smart Tip**
> Check **Remember My Credentials** to have the system automatically populate the **Company Id** and **Username** during subsequent visits.

> **☼ Smart Tip**
> Click **Forgot Password** to reset the password. (*Note that users must have an email address entered in the system in order to reset their own passwords.*)

Paylocity | 3850 N. Wilke Rd. Arlington Heights, IL 60004
www.paylocity.com

Web Pay Registration

Effective November 13, 2015

paylocity ®

❶ Access Web Pay at
https://login.paylocity.com.

❷ Click **Register User** to create a new
User Name and confidential Password.

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paylocity
web pay

Company Id

[   ] ❓

Username

[   ]

Password

[   ]

☐ Remember My Credentials

Login

Forgot Password   → Register User

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❸ In the Register User Screen, type in the
Image Text shown. Click **Next**.

❹ Enter the Paylocity assigned Company
Id (15781) and your Last Name.

❺ Enter your nine digit Social Security
number (SSN); enter your SSN a
second time in the Confirm SSN field.

❻ 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

CLNT03   **15781**

Last Name

Saenz

SSN

•••••••••

Confirm SSN

•••••••••

Home Zip Code

64116

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

❽ Enter your password a second time in
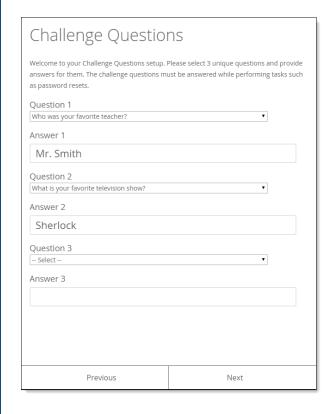the Confirm Password field and click
Next.

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.

Web Pay Registration

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?

Answer 1
Mr. Smith

Question 2
What is your favorite television show?

Answer 2
Sherlock

Question 3
-- Select --

Answer 3

Previous	Next

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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13 Verify all registration information is correct.

14 Click **Finish** to create the new user account and enter Web Pay.

REMINDERS:

- 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 payroll questions. Paylocity is not authorized to speak directly with employees about paychecks. Paylocity will assist with log in issues.

Yes there is a Paylocity AP