Web Pay Login

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.

**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.)

**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.

Paylocity | 3850 N. Wilke Rd. Arlington Heights, IL 60004
www.paylocity.com
**Web Pay Registration**

**Effective November 13, 2015**

1. **Access Web Pay at**  
   [https://login.paylocity.com](https://login.paylocity.com).

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

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

4. **Enter the Paylocity assigned Company Id (15781) 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 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.**

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**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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**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.

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

12 Enter a personal Security Phrase (128 character limit) and click Next.

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 login issues.

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

Smart Tip
There is an 80 character limit for Answer fields.

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