

Password Reset and Login Help

Paylocity



If you are having trouble remembering your Company ID, Username or Password, select “Help” from the login screen.

Once on the login help screen, choose the option you are needing help with.

For help with company ID or Username, you will fill in the required fields

- Last Name
- Last 4 Digits of SSN
- Confirm Last 4 Digits of SSN
- Home Zip Code
- Select method to recover (phone or email)
- Enter the correct phone number or email (whichever you have selected)
- Click the reCAPTCHA box stating you are not a robot
- Click Continue and follow prompts

If you forgot your password, you will fill in the required fields

- Company ID (39075)
- Username
- Select method to recover (phone or email)
- Enter the correct phone number or email (whichever you have selected)
- Click the reCAPTCHA box stating you are not a robot
- Click Continue and follow prompts

If you have tried these options and still are unable to log in, contact an office administrator for assistance. Key things to remember: Always be sure you are updating your information (phone and email) when there are any changes and let the office know of the changes as well. If it does not match with what is in the system, you will not be able to retrieve the login information.