

Web Pay Login



- 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.

The screenshot shows the Paylocity web pay login interface. At the top is the Paylocity logo and 'web pay' text. Below are input fields for 'Company Id' (containing 'CLNT03'), 'Username' (containing 'User1234'), and 'Password' (masked with dots). A 'Remember My Credentials' checkbox is present. A large blue 'Login' button is at the bottom, with 'Forgot Password' and 'Register User' links below it. A security warning banner is visible at the top left of the form area, stating 'We do not recognize the network that you are using. Please answer a security question to keep your account safe. Learn more.' Below this is a 'Please Confirm Your Identity' section with a question: 'On what street did you grow up?' and a text input field. A checkbox labeled 'This is a trusted network.' is also present. Three callout boxes provide additional information: 1) A 'Smart Tip' about security questions for unrecognized networks. 2) A 'Smart Tip' pointing to a question mark icon in the Company Id field for help. 3) A 'Smart Tip' about the 'Remember My Credentials' checkbox.

REMINDERS:

- Click **Register User** to register for the first time.
- In order to maintain confidentiality, employees must contact their Company Administrator with questions. Paylocity is not authorized to speak directly with employees.

Sidebar Menu



Use the sidebar menu to access help or download mobile applications. Select **Security** to learn more about how Paylocity protects information.

A screenshot of the Paylocity web pay login page. The main content area is a white box with the "paylocity web pay" logo at the top. Below the logo are three input fields: "Company Id" (with a question mark icon), "Username", and "Password". There is a "Remember My Credentials" checkbox and a blue "Login" button. At the bottom of the white box are links for "Forgot Password" and "Register User". To the right is a dark grey sidebar menu with a hamburger icon at the top. The menu items are: "Help" (with a question mark icon), "Security" (with a shield icon), and "Browser Support" (with a globe icon). Below these is a section titled "Download our Mobile App" with four buttons: "GET IT ON Google play", "Download on the App Store", "Available at amazon apps", and "Download from Windows Phone Store".

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.

- 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.

- 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**.

 **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?

Question 2
What is your favorite television show?

Question 3
-- Select --

Answer 3


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



Please provide a security phrase

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.