Self Service Initial Login

1. Access Web Pay at htttps://login.paylocity.com. Bookmark Web Pay as a favorite site.

2. From the Login screen, click the Register New User Account link to access the Register New User Account Wizard.

3. Enter the Image Text. Click Next.

4. Enter the Paylocity assigned Company Id. Enter your Last Name and nine digit Social Security number. Confirm your SSN and enter your Home Zip Code. Click Next.

5. Enter the User Name. User names are not case sensitive. User names must be 3 to 20 characters in length. Users names may not contain special characters other than . and _. Enter a Password. Passwords are case sensitive. Passwords must be 7 to 20 characters in length and must contain three of the following four rules: one or more numbers, one or more uppercase letters, one or more lowercase letters, one or more non-alphanumeric characters. Enter the password a second time in the Confirm Password field. Click Next.

6. Select a login challenge question from the Question 1, Question 2, and Question 3 drop downs. Enter the answer to the respective login challenge question in the Answer 1, Answer 2, and Answer 3 fields (80 character limit in each field). Click Next.

7. Select an image from the Select Security Image drop down. This image will appear on the login screen once the Company Id and User Name are entered. Enter a personal Security Phrase (128 character limit). This phrase will appear on the login screen once the Company Id and User Name are entered. Click Next.

8. Verify all information is correct. Click Finish to create new user account and enter Web Pay.