Self Service Initial Login

- 1. Access Web Pay at https://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.

Please provide information to identify the employee account to regater. This information must match the employee information in our system exactly.	Step 1: Letter employee information Step 2: Sielet Chailenge questions Step 4: Sielet accuration guestions Step 4: Sielet accuration gues and phrase Step 5: Verify information and finish Company 1d CLNT04 Quest Name	
	• SSN	
	Confirm SSN	
	• Home Zip Code	60017
		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.



 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.

Please provide answers to three challenge questions.	Step 1: Enter ampleyee information Step 2: Select User Isame and Password Step 3: Select User Isame and Password Step 4: Select a security image and phrase Step 5: Verify information and finish		
The selected questions must be answered while performing tasks such as password resets.	Question 1	Where did you meet your spouse?	•
	Answer 1	Spanish 101 Class	
	Question 2	What is your favorite comic strip?	•
	Answer 2	Peanuts	-
	Question 3	Where was your first flight to?	•
	Answer 3	Las Vegas	
		Next Prev	ious



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.

