

Web Pay Registration

Company ID: 39619



- 1 Access Web Pay at <https://login.paylocity.com>.
- 2 Click **Register User** to create a new User Name and confidential Password.

paylocity

Company Id
39619

Username

Password

Remember My Credentials

Login

[Forgot Password](#) → [Register User](#)

- 3 In the Register User Screen, type in the Image Text shown. Click **Next**.
- 4 Enter the Paylocity assigned **Company Id** (not case-sensitive) 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 **Image Text**.

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
39619

Last Name


SSN

Confirm SSN

Home Zip Code

Once you see the image below appear, enter the text displayed into the blank form field and press "Next".

Image Text


[Display New Image](#)

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- 8 Enter the **Username** (not case-sensitive) and **Password** (this is case-sensitive) you would like to use when accessing this account, taking into account specific requirements as noted.

- 9 Enter your **Password** a second time in the **Confirm Password** field and click **Next**.

Username

Must be between 3 and 20 characters.

Username

Password


Must meet 3 of the 4 rules to be valid.

- 7 - 20 characters
- Includes a number
- Includes an uppercase and lowercase letter
- Includes a non-alphanumeric character such as a # or !

Password

Confirm Password

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 **Smart Tip**
Selected **Username** and **Password** must meet the rules noted in order to be valid.

Web Pay Registration

10 Select login challenge questions from the **Question 1**, **Question 2**, and **Question 3** drop downs and enter answers.

11 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

Answer 1

Question 2

Answer 2

Question 3

Answer 3

Smart Tip

There is an 80 character limit for **Answer** fields.

12 Select an image from the **Select Security Image** drop down.

13 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

SecurityImage

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.

14 Verify all registration information is correct.

15 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.