



Entering your email address into Paylocity:

From the portal select “view employee profile”

 Hi, MARSHA! 

Tasks To Complete

ACA Offer of Coverage
Due 3/4/2017 [View](#)

[View Employee Profile](#) [More...](#)

Next select Contact:

Phone & Email

Home Phone	Work Phone	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>
Personal Mobile Phone	Work Mobile Phone	
<input type="text"/>	<input type="text"/>	
Home Email	Work Email	
<input type="text" value="please enter your email here"/>	<input type="text" value="please enter email here"/>	
Save	Cancel Changes	

The system defaults to your work address. Please enter the email that you want all notifications sent to in the work email area. This is where password reset and other information will be sent.