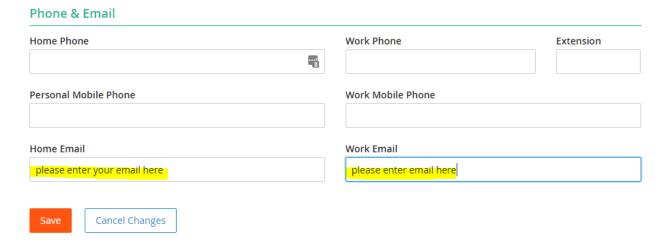Entering your email address into Paylocity:

From the portal select "view employee profile"

Next select Contact:

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.