Web Time Registration

paylocity ®

1 Access Web Pay at https://login.paylocity.com.

2 Click **Register User** to create a new User Name and confidential Password.

3 In the Register User Screen, type in the Image Text shown. Click **Next**.

4 Enter the Paylocity assigned Company Id 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**.

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

CLNT03

Last Name

Saenz

SSN

•••••••••

Confirm SSN

•••••••••

Home Zip Code

64116

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7 Enter the User Name and Password you would like to use when accessing this account, taking into account specific requirements as noted.

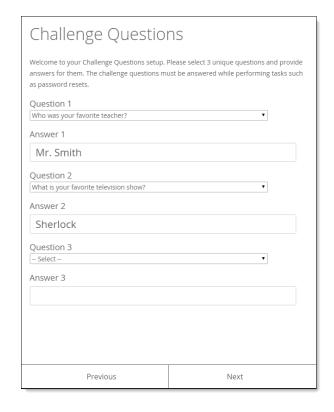**8** Enter your password a second time in the Confirm Password field and click **Next**.

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

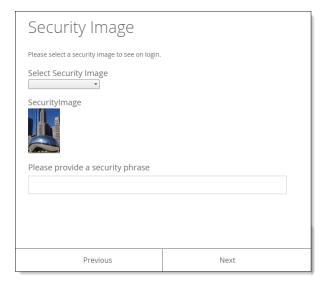| Previous	Next

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

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

10 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
Who was your favorite teacher?

Answer 1
Mr. Smith

Question 2
What is your favorite television show?

Answer 2
Sherlock

Question 3
-- Select --

Answer 3

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☼ **Smart Tip**
There is an 80 character limit for **Answer** fields.

11 Select an image from the Select Security Image drop down.

12 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

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☼ **Smart Tip**
The image and phrase selected will appear on the login screen once the **Company Id** and **Username** are entered.

13 Verify all registration information is correct.

14 Click **Finish** to create the new user account and enter Web Pay.

- 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 the Company Administrator with questions. Paylocity is not authorized to speak directly with employees.