

Welcome to Paylocity

Self-register as a New User with Paylocity

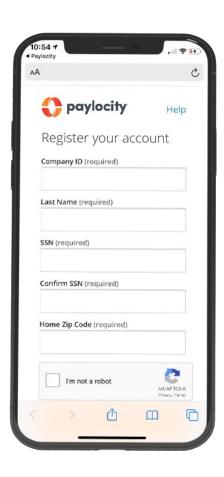
Registering via the Paylocity Mobile App

1. Download the mobile app from the App Store or Google Play





- 2. Open the Mobile application.
- Select Register Account in the bottom right of the screen.
 A browser window opens to the registration site.
- 4. Complete all fields on the following screen:
 - Company ID
 - Last Name
 - Social Security Number (SSN) (include dashes)
 - Confirm SSN
 - Home Zip Code
- Select a Username and Password. Passwords must include three of the four following requirements:
 - A number
 - An uppercase letter
 - A lowercase letter
 - A non-alphanumeric character such as # or !
- 6. Confirm the Password.
- 7. Select Continue.





- 8. Select log-in Challenge Questions from the Question 1, Question 2, and Question 3 dropdown menus.
- 9. Enter corresponding answers (80-character limit for answers).
- 10. Select Continue.
- 11. Verify the selected username, password, security questions and answers.
- 12. Select Finish.

Registering via Desktop

- 1. Access HR & Payroll at https://login.paylocity.com.
- 2. Select Register User to create a new User Name and confidential Password.
- 3. Enter the Image Text displayed in the Register User screen.
- 4. Select Next.
- 5. Enter the Paylocity Company ID
- 6. Enter Last Name.
- 7. Enter a valid nine-digit Social Security Number (SSN).
- 8. Re-enter the same valid SSN in the Confirm SSN field.
- 9. Enter Home Zip Code.
- 10. Enable the "I'm not a robot" reCAPTCHA checkbox.
- 11. Select Continue.





- 12. Enter the Username (not case-sensitive) and Password (this is case-sensitive) to use when accessing this account, taking into account specific requirements as noted.
- 13. Enter the Password a second time in the Confirm Password field.
- 14. Provide one of the following:
 - Personal email address
 - Mobile phone number
- 15. Select Next. Selected Username and Password must meet the rules noted to be valid. Select login Challenge Questions from the Question 1, Question 2, and Question 3 dropdown menus and enter corresponding answers.
- 16. Select Next. There is an 80-character limit for Answer fields.
- 17. Select Finish to create the new user account and enter HR & Payroll.