

Register User



1. Access Web Pay at <https://login.paylocity.com>. Bookmark Web Pay as a favorite site.
2. From the Login screen, click Register User to create the Username and Password.

Company ID is: N6228

3. Enter the Image Text. Click Next.

4. Enter the Paylocity assigned Company ID. Enter your Last Name and nine digit Social Security number. Confirm SSN and enter your Home Zip Code. Click Next.

Company ID: N6228
 Last Name: your last name
 SSN: your Social Security #
 Confirm SSN:
 Home Zip Code: 78702

zip code (same as what you provided in new hire packet)

5. Enter the Username. Usernames are not case sensitive. Usernames must be 3 to 20 characters in length. Users names may not contain special characters other than . and _ . Enter the Password. Passwords are case sensitive. Passwords must be 7 to 20 characters in length.

Passwords must contain three of the following four rules: one or more numbers, one or more uppercase letters, one or more lowercase letters, one or more non-alphanumeric characters. Enter the password a second time in the Confirm Password field. Click Next.

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6. Select a login challenge question from the Question 1, Question 2, and Question 3 drop downs. Enter the answer to each login challenge question in the Answer 1, Answer 2, and Answer 3 fields (80 character limit in each field). Click Next.

A screenshot of the "Challenge Questions" registration screen. The page has a blue header with the "paylocity" logo and a navigation bar with five arrows, the first three of which are filled. The main content area is titled "Challenge Questions" and contains a welcome message: "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." Below this are three question-and-answer pairs. Question 1 is "What school did you attend for sixth grade?" with the answer "Adams Middle School". Question 2 is "In what city or town did your mother and father meet?" with the answer "Kansas City". Question 3 is "Who is your favorite artist?" with the answer "Monet". At the bottom, there are "Previous" and "Next" buttons.

7. Select an image from the Select Security Image drop down. This image will appear on the login screen once the Company ID and Username are entered. Enter the security phrase (128 character limit). This phrase will appear on the login screen once the Company ID and Username are entered. Click Next.

A screenshot of the "Security Image" registration screen. The page has a blue header with the "paylocity" logo and a navigation bar with five arrows, the first three of which are filled. The main content area is titled "Security Image" and contains the instruction: "Please select a security image to see on login." Below this is a "Select Security Image" dropdown menu. Underneath, a "SecurityImage" label is followed by a small image of a bird in a nest. Below the image is a text input field for a "security phrase" containing the text "M0n3t Hay\$tack\$". At the bottom, there are "Previous" and "Next" buttons.

8. Verify all information is correct. Click Finish to create new user account and enter Web Pay.

A screenshot of the "Verify User Registration" screen. The page has a blue header with the "paylocity" logo and a navigation bar with five arrows, the first three of which are filled. The main content area is titled "Verify User Registration" and contains the instruction: "Please verify the information below is correct." Below this is a table of registration details. The table has two columns: the first column lists the field name, and the second column shows the value. The fields and values are: Company ID (clnt04), Last Name (castillo), Username (mcastillo), Security Image (a small image of a bird in a nest), and Security Phrase (M0n3t Hay\$tack\$). At the bottom, there are "Previous" and "Finish" buttons.