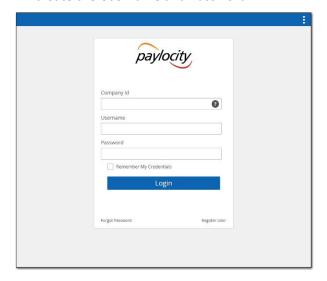
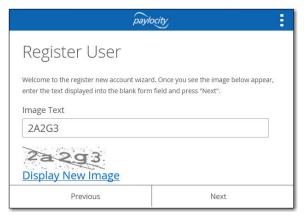
## Register User

- 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.



3. Enter the Image Text. Click Next.



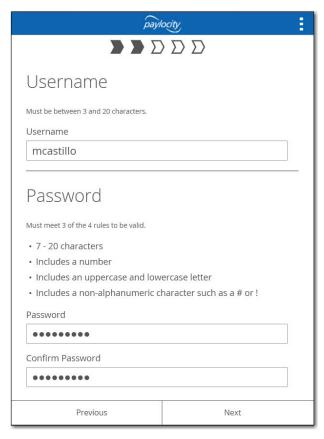
Enter the Paylocity assigned Company ID.
Enter your Last Name and nine digit Social
Security number. Confirm SSN and enter your
Home Zip Code. Click Next.



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.



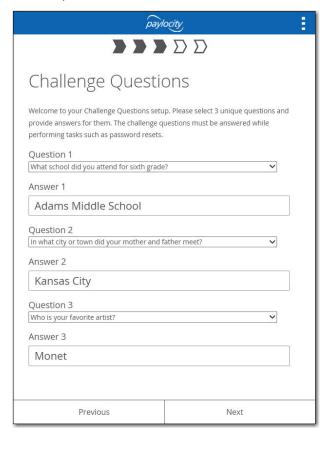
Passwords must contain three of the following four rules: one or more numbers, one or more uppercase letters, one or more lowercase letters, one or more non-alphanumeric characters. Enter the password a second time in the Confirm Password field. Click Next.



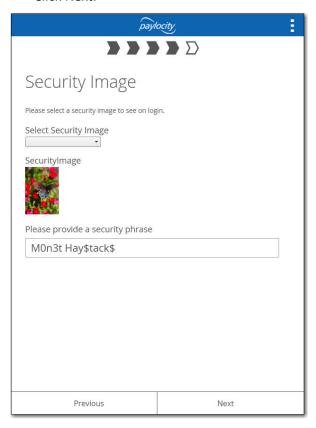
## Register User

web pay

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.



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.



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

