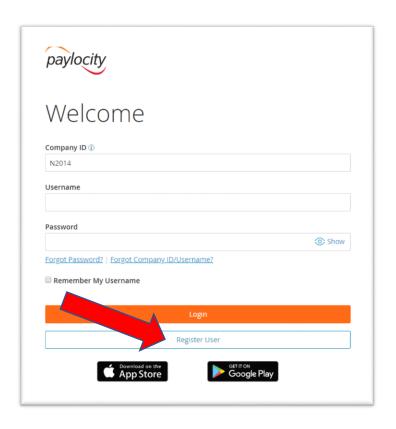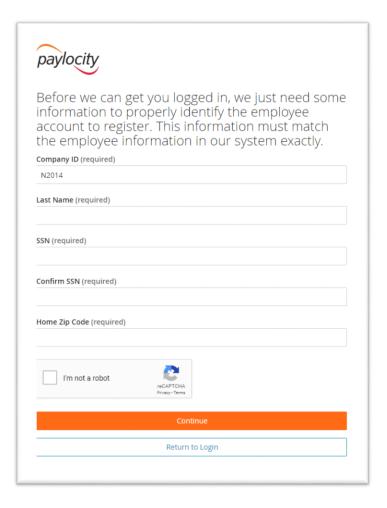# Directions to Register New User in Paylocity
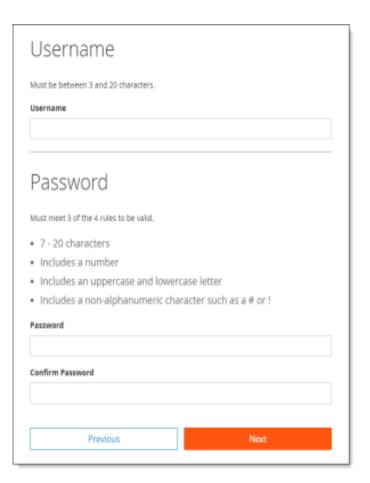
1. Access Web Pay at https://login.paylocity.com.

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

3. On the **Register User Screen**, enter the Image Text shown (this is for Captcha Security). Select **Next**.

4. In the **Company ID** field, enter **N2014** - the Company ID assigned by Paylocity

5. In the **Last Name** field, enter a Last Name.

6. In the **SSN** field, enter a valid nine-digit **Social Security Number** (SSN).

7. In the **Confirm SSN** field, re-enter the same valid SSN.

8. In the **Home Zip Code** field, enter a valid Zip Code or Postal Code.

9. Select the **"I'm not a robot"** checkbox.

11. Select **Continue**.

**Important Information:** If a user account already exists that matches the entered information, the following error will occur: **You have entered items which do not match our system - please try again or contact your administrator**. If this occurs, contact the office at (805) 384-0983 x851 for assistance.

12. **Create a Username** (not case-sensitive) and **Password** (this is case-sensitive) to use when accessing this account, noting specific requirements.

13. Enter the Password a second time in the **Confirm Password** field.

14. Select **Next**. Selected **Username** and **Password** must meet the rules noted in order to be valid.

15. 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 Web Pay.

## 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**

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**Important Information:**

- In order to maintain confidentiality, employees must contact a Company Administrator with questions. Paylocity is not authorized to speak directly with employees.

- Once registered, don't forget to "View Employee Profile" and **add your E-mail & Phone Number**. This is important so you can reset your own password if you forget it in the future.

## 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**
-- Select --

**Answer 1**

**Question 2**
-- Select --

**Answer 2**

**Question 3**
-- Select --

**Answer 3**

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