

# 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.

The screenshot shows the Paylocity login page. At the top is the Paylocity logo. Below it are input fields for Company ID, Username, and Password. There is a checkbox for "Remember My Credentials" and a blue "Login" button. At the bottom left is a link for "Forgot Password" and at the bottom right is a link for "Register User".

3. Enter the Image Text. Click Next.

The screenshot shows the "Register User" screen. It has a blue header with the Paylocity logo. The main heading is "Register User". Below it is a welcome message: "Welcome to the register new account wizard. Once you see the image below appear, enter the text displayed into the blank form field and press 'Next'." There is an "Image Text" input field containing "2A2G3". Below the input field is a distorted image of the text "2a 2g3" and a blue link "Display New Image". At the bottom are "Previous" and "Next" buttons.

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.

The screenshot shows the "Employee Information" registration screen. It has a blue header with the Paylocity logo and a progress indicator with five arrows, the first of which is filled. The heading is "Employee Information". Below it is a message: "Please provide information to identify the employee account to register. This information must match the employee information in our system exactly." There are input fields for Company ID (containing "clnt04"), Last Name (containing "castillo"), SSN (represented by nine dots), Confirm SSN (represented by nine dots), and Home Zip Code (containing "78702"). At the bottom are "Previous" and "Next" buttons.

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.

The screenshot shows two parts of the registration process. The top part is the "Username" screen, which has a blue header with the Paylocity logo and a progress indicator with five arrows, the second of which is filled. The heading is "Username". Below it is a message: "Must be between 3 and 20 characters." There is an input field for the Username containing "mcastillo". The bottom part is the "Password" screen, which has a blue header with the Paylocity logo and a progress indicator with five arrows, the third of which is filled. The heading is "Password". Below it is a message: "Must meet 3 of the 4 rules to be valid." There is a list of rules: "7 - 20 characters", "Includes a number", "Includes an uppercase and lowercase letter", and "Includes a non-alphanumeric character such as a # or !". There are input fields for Password and Confirm Password, both represented by dots. At the bottom are "Previous" and "Next" buttons.

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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.

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## 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  
What school did you attend for sixth grade?

Answer 1  
Adams Middle School

Question 2  
In what city or town did your mother and father meet?

Answer 2  
Kansas City

Question 3  
Who is your favorite artist?

Answer 3  
Monet

Previous 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.

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## Security Image

Please select a security image to see on login.

Select Security Image

SecurityImage

Please provide a security phrase

M0n3t Hay\$tack\$

Previous Next

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

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## Verify User Registration

Please verify the information below is correct.

Company ID clnt04

Last Name castillo

Username mcastillo

Security Image

Security Phrase M0n3t Hay\$tack\$

Previous Finish