

Web Pay Login

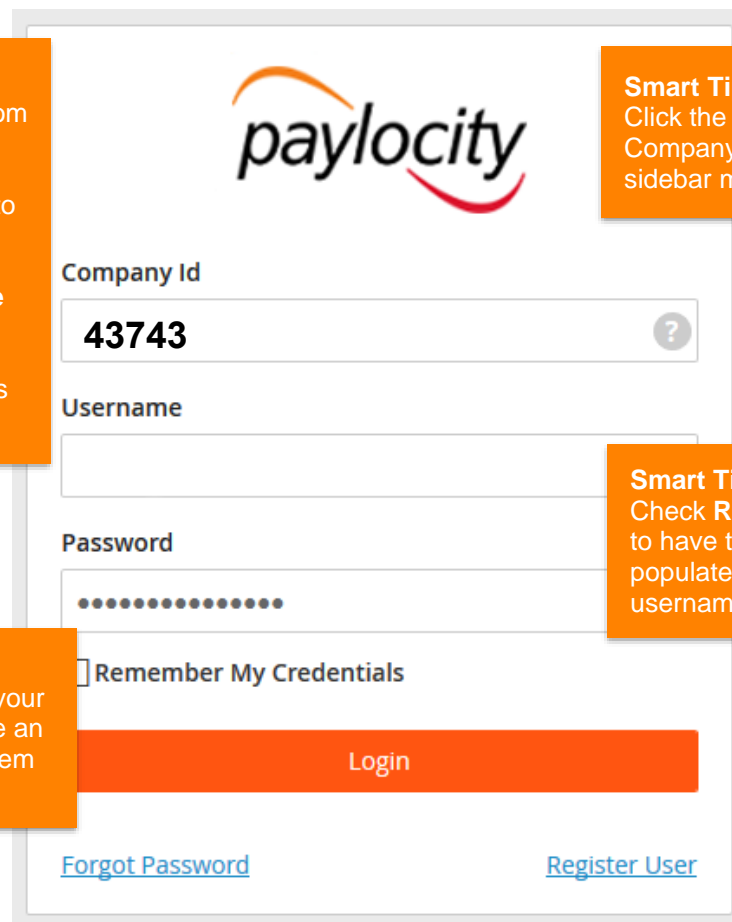
1. Access Web Pay at <https://login.paylocity.com>.
2. Enter your Paylocity-assigned Company ID.
3. Enter your username (not case-sensitive).
4. Enter your password (case-sensitive and 7-20 characters).
5. Click **Login** to enter Web Pay.

Smart Tip:

If you are logging in from a computer not recognized by the system, you will have to verify your identity through one of your established **Challenge Questions**. Check the "This is a trusted network" box to bypass this step in the future.

Smart Tip:

Click the question mark in the Company ID field or use the sidebar menu to select Help.



The screenshot shows the Paylocity login interface. At the top is the Paylocity logo. Below it are four input fields: 'Company Id' with the value '43743' and a question mark icon; 'Username' (empty); 'Password' (masked with dots); and a checkbox for 'Remember My Credentials'. Below the fields is a large orange 'Login' button. At the bottom are two links: 'Forgot Password' and 'Register User'.

Smart Tip:

Check **Remember My Credentials** to have the system automatically populate the Company ID and username during future visits.

Smart Tip:

Click **Forgot Password** to reset your password. Note: Users must have an email address entered in the system to reset their own passwords.

Reminders:

- Click Register User to register for the first time.
- To maintain confidentiality, employees must contact their Company Administrator with questions. Paylocity is not authorized to speak directly with employees.