

Paylocity Registration

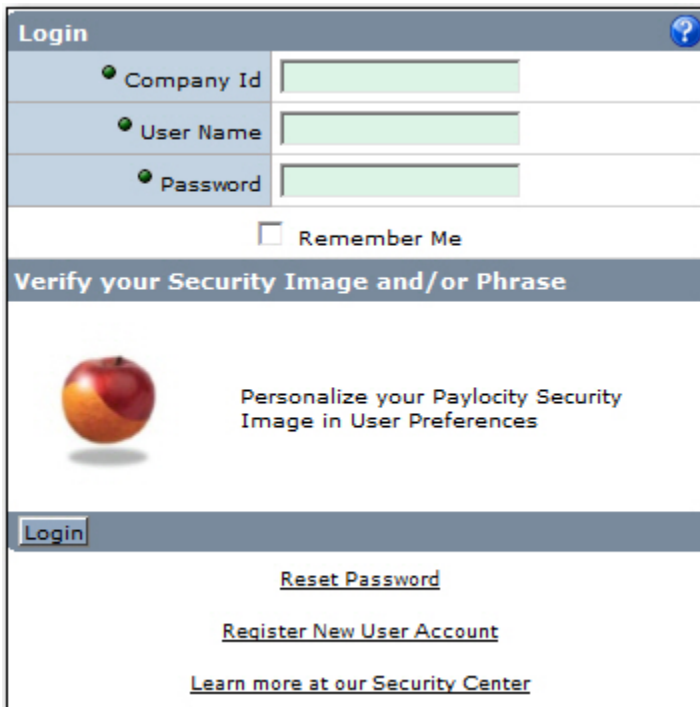
All employees, full time and part-time, will need to log into the system to register. The steps below will assist you in registering. You will need to know the following information:

- Our Company ID Number is **N1097**
- All the information you enter is case sensitive
- After registering please email Ron at rdemerin@elicahealth.org, confirming that you have registered. Please, do not skip this step.

Below are the steps to registering onto this system.

Access Web Pay by clicking the following secure link: <https://login.paylocity.com>.

- Bookmark Web Pay as a favorite site.
- Click the Register New User Account link to create the [User Name](#) and confidential [Password](#).



Login


Company Id

User Name

Password

Remember Me

Verify your Security Image and/or Phrase

 Personalize your Paylocity Security Image in User Preferences

Login

[Reset Password](#)

[Register New User Account](#)

[Learn more at our Security Center](#)

- Enter the Image Text.
- Click the Next button.

Register New User Account Wizard



Welcome to the Register New User Account Wizard!

You must first enter the text displayed in the image on the right and click Next to begin.

Enter image text to continue




[Display New Image](#)

Please note that there are no zeros in the image

Image Text

- Enter the Paylocity assigned [Company Id](#).
- Enter the Last Name.
- Enter the nine digit Social Security number (SSN).
- Enter the SSN a second time in the Confirm SSN field.
- Enter the Home Zip Code.
- Click the Next button.

Register New User Account Wizard



Please provide information to identify the employee account to register.

This information must match the employee information in our system exactly.

Step 1: Enter employee information
 Step 2: Select User Name and Password
 Step 3: Select challenge questions
 Step 4: Select a security image and phrase
 Step 5: Verify information and finish

Company Id

Last Name

SSN

Confirm SSN

Home Zip Code

- Enter the [User Name](#) and [Password](#) that will be used when accessing this account.
- Enter the password a second time in the Confirm Password field.
- Click the Next button.

Register New User Account Wizard

Step 1: Enter employee information
Step 2: Select User Name and Password
 Step 3: Select challenge questions
 Step 4: Select a security image and phrase
 Step 5: Verify information and finish

Please select the User Name and Password to be used when accessing this account.

User Name must be 3 to 20 characters
Password

- Must be 7 to 20 characters
- Must also follow 3 of 4 rules listed below
 - Include a number
 - Include an uppercase letter
 - Include a lowercase letter
 - Include a non-alphanumeric character, such as a # or a !

User Name: dbarnes
 Password:
 Confirm Password:

Next Previous

Cancel

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

Register New User Account Wizard

Step 1: Enter employee information
 Step 2: Select User Name and Password
Step 3: Select challenge questions
 Step 4: Select a security image and phrase
 Step 5: Verify information and finish

Please provide answers to three challenge questions.

The selected questions must be answered while performing tasks such as password resets.

Question 1: Where did you meet your spouse?
 Answer 1: Spanish 101 Class

Question 2: What is your favorite comic strip?
 Answer 2: Peanuts

Question 3: Where was your first flight to?
 Answer 3: Las Vegas

Next Previous

Cancel

- Select an image from the Select Security Image drop down. This image will appear on the login screen once the [Company Id](#) and [User Name](#) are entered.
- Enter a personal Security Phrase (128 character limit). This phrase will appear on the login screen once the [Company Id](#) and [User Name](#) are entered.
- Click the Next button.


Register New User Account Wizard

Optionally select a personal website image and phrase to ensure you are logging into the Paylocity website.

If you choose to perform this step, the selected image and phrase will display on the login page after you enter your company id and username.

Step 1: Enter employee information
 Step 2: Select User Name and Password
 Step 3: Select challenge questions
Step 4: Select a security image and phrase
 Step 5: Verify information and finish

Select Security Image

Security Image 

Security Phrase

Next Previous

Cancel

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

Register New User Account Wizard

Please verify the information provided is correct and click Finish to create your new user account.

Step 1: Enter employee information
 Step 2: Select User Name and Password
 Step 3: Select challenge questions
 Step 4: Select a security image and phrase
Step 5: Verify information and finish

Company Id	CLNT04
Last Name	Barnes
User Name	dbarnes
Security Image	
Security Phrase	Go Tigers

Finish Previous

Cancel

Important Notes

- Once the user account is created, users may [log in](#) through the main screen by entering the [Company Id](#), [User Name](#), and [Password](#) selected during registration.
- In order to maintain confidentiality, employees must contact their Company Administrator with questions. Paylocity is not authorized to speak directly with employees.

Remember....after you have registered send the email to rdemerin@elicahealth.org affirming you have completed the process.

Please let me know if you have any questions. My telephone number is 916-569-8484, x322.