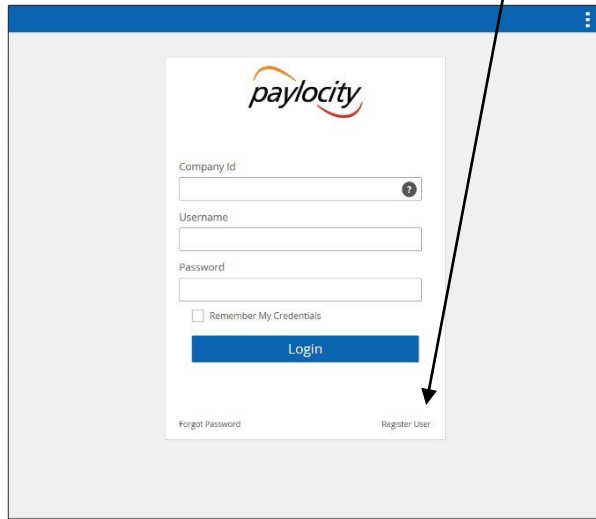


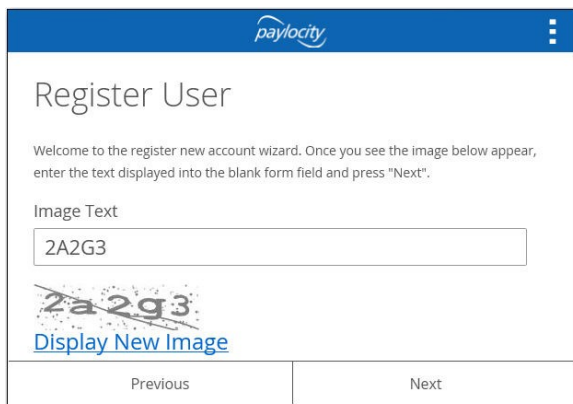
# Register User

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 fields for 'Company Id', 'Username', and 'Password'. There is a 'Remember My Credentials' checkbox and a 'Login' button. At the bottom, there are links for 'Forgot Password' and 'Register User'. A red arrow points from the 'Register User' link in step 2 to the 'Register User' link on the page.

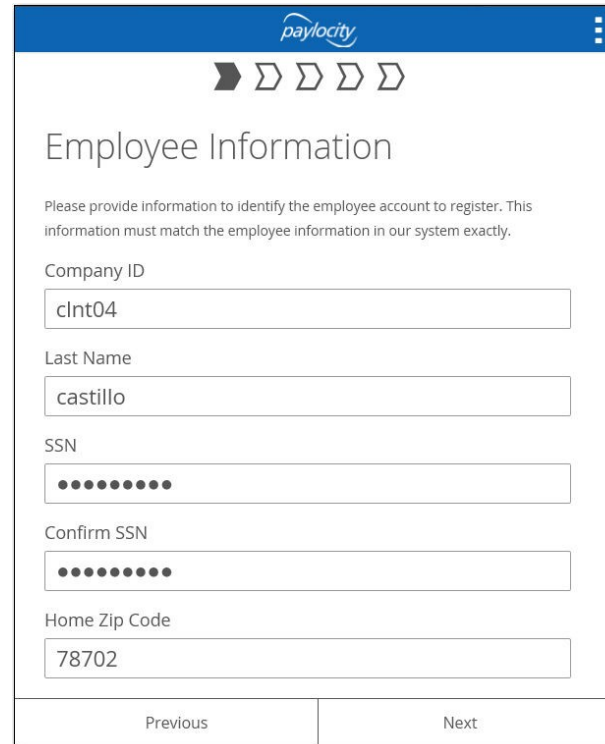
3. Enter the Image Text. Click Next.



The screenshot shows the 'Register User' screen. It has a blue header with the Paylocity logo. Below the header, it says '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' field containing '2A2G3'. Below it is a distorted image of the text '2a2g3' with a 'Display New Image' link. At the bottom are 'Previous' and 'Next' buttons.

4. Enter the Paylocity assigned Company ID.  
(16760 = Transportation or 17753 = Specialized)

Enter your Last Name and nine digit Social Security number. Confirm SSN and enter your Home Zip Code. Click Next.

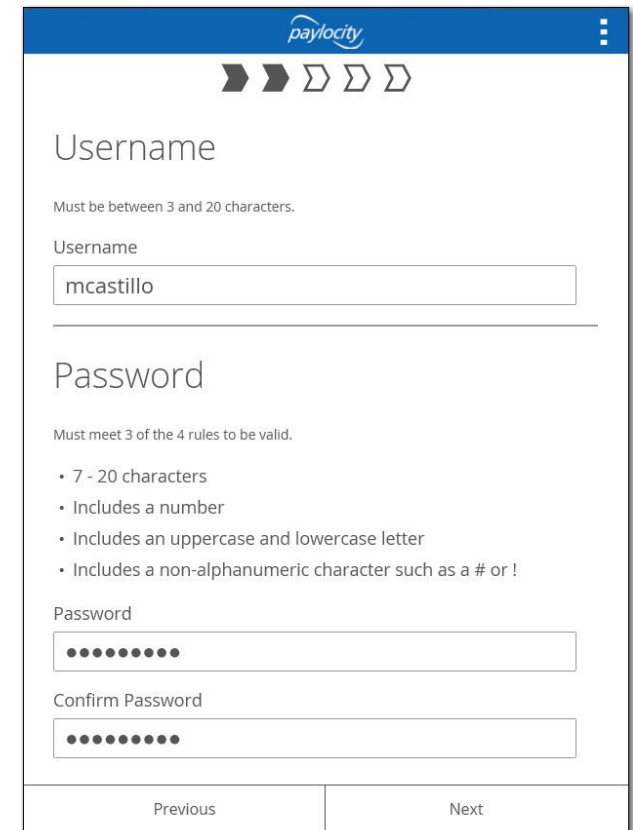


The screenshot shows the 'Employee Information' screen. It has a blue header with the Paylocity logo. Below the header, it says 'Please provide information to identify the employee account to register. This information must match the employee information in our system exactly.' There are fields for 'Company ID' (containing 'clnt04'), 'Last Name' (containing 'castillo'), 'SSN' (containing nine dots), 'Confirm SSN' (containing 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 should be the same as your Driver ID. Enter the Password. Passwords are case sensitive. Passwords must be 7 to 20 characters in length.



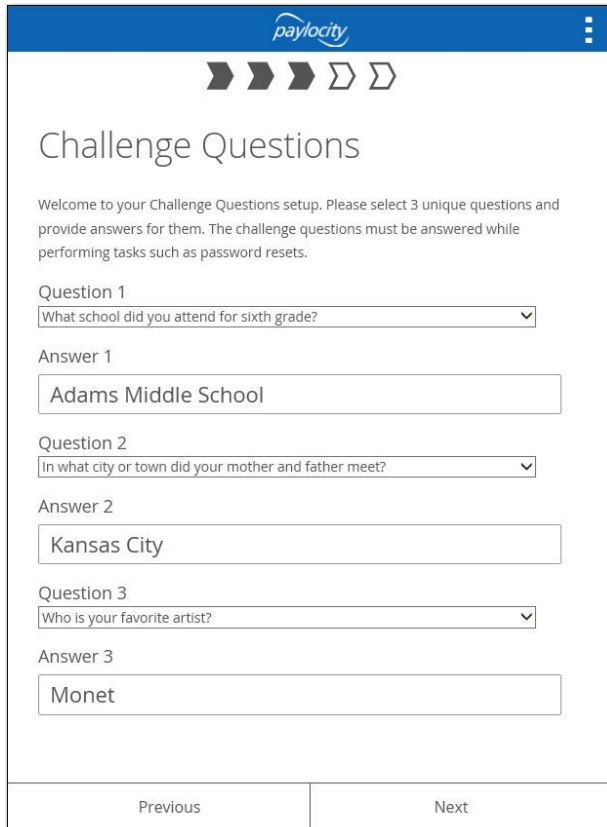
Passwords must contain three of the following four rules: one or more numbers, one or more uppercase letters, one or more lowercase letters, one or more non-alphanumeric characters. Enter the password a second time in the Confirm Password field. Click Next.



The screenshot shows two screens. The top screen is the 'Username' screen. It has a blue header with the Paylocity logo. Below the header, it says 'Must be between 3 and 20 characters.' There is a 'Username' field containing 'mcastillo'. The bottom screen is the 'Password' screen. It has a blue header with the Paylocity logo. Below the header, it says 'Must meet 3 of the 4 rules to be valid.' There are four rules listed: '7 - 20 characters', 'Includes a number', 'Includes an uppercase and lowercase letter', and 'Includes a non-alphanumeric character such as a # or !'. There are 'Password' and 'Confirm Password' fields, both containing nine dots. At the bottom are 'Previous' and 'Next' buttons.

# Register User

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.



The screenshot shows the 'Challenge Questions' setup screen. At the top is the Paylocity logo and a progress bar with four arrows, the third of which is highlighted. The title 'Challenge Questions' is centered. Below it is a welcome message: '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.' There are three question sets, each with a dropdown menu and a text input field. Question 1 asks 'What school did you attend for sixth grade?' with the answer 'Adams Middle School'. Question 2 asks 'In what city or town did your mother and father meet?' with the answer 'Kansas City'. Question 3 asks 'Who is your favorite artist?' with the answer 'Monet'. At the bottom are 'Previous' and 'Next' buttons.

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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?

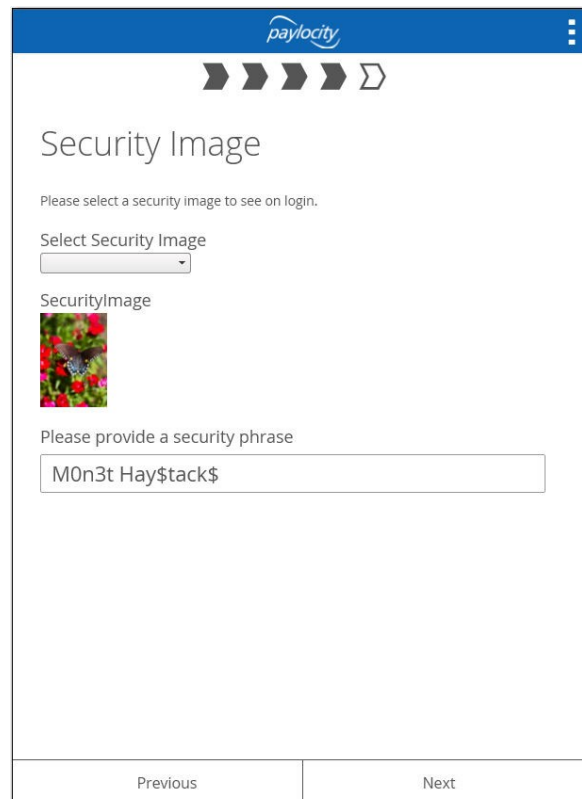
Answer 2  
Kansas City

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.



The screenshot shows the 'Security Image' setup screen. At the top is the Paylocity logo and a progress bar with five arrows, the fourth of which is highlighted. The title 'Security Image' is centered. Below it is the instruction: 'Please select a security image to see on login.' There is a 'Select Security Image' dropdown menu showing a butterfly image. Below that is a 'Security Image' label and the same butterfly image. Then, there is a text input field for a 'security phrase' with the example 'M0n3t Hay\$tack\$'. At the bottom are 'Previous' and 'Next' buttons.

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## Security Image

Please select a security image to see on login.

Select Security Image

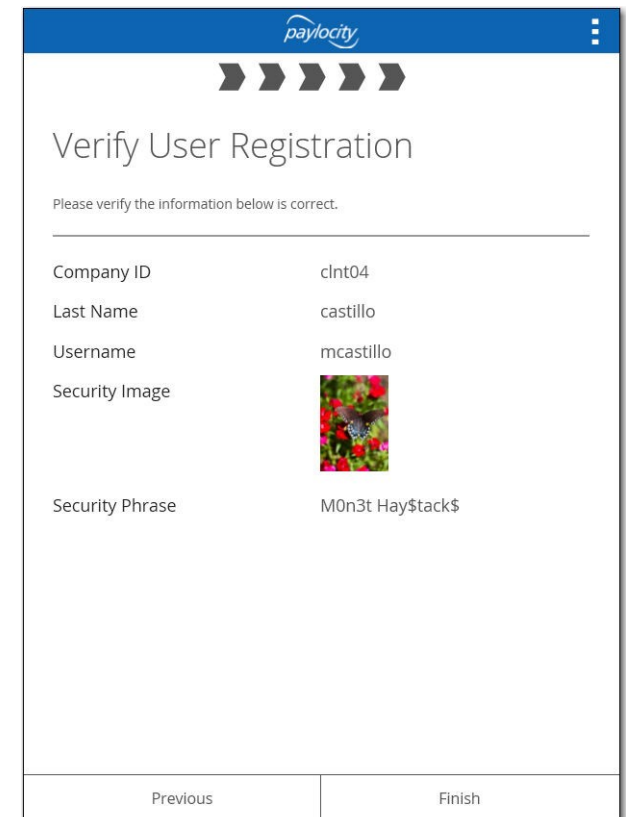
Security Image

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.




The screenshot shows the 'Verify User Registration' screen. At the top is the Paylocity logo and a progress bar with five arrows, the fifth of which is highlighted. The title 'Verify User Registration' is centered. Below it is the instruction: 'Please verify the information below is correct.' There is a table of registration details. The 'Security Image' field shows a butterfly image, and the 'Security Phrase' field shows 'M0n3t Hay\$tack\$'. At the bottom are 'Previous' and 'Finish' buttons.

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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



# Quick Start Guide



The Paylocity Mobile experience is redefining the world of Payroll and HR by providing our nationwide clients and their employees with a convenient method of staying connected, anytime, anywhere. This brings the flexibility of our safe, innovative software solution, to the palm of your hand.

[Get Access.](#) [Get Tasks Done.](#) [Get Personalized.](#) [Get Social.](#)

## Get Access.

To turn your mobile device into a Payroll and HR information powerhouse, start by downloading the **free** app from the [Apple iTunes App Store](#), [Google Play](#), the [Apple iPad Store](#), [Windows Mobile App Store](#) or the [Amazon App Store](#) for Android.



Paylocity Mobile provides convenient Self Service access to your individual Payroll and Human Resource information, 24/7. Users may have the ability to view or email paycheck and Form W-2 information, view time off balances, manage time off requests, search the company directory, view company news and more - all from a single, easy to use application.

Log in to the app using your Web Pay Company ID (16760 = Transportation or 17753 = Specialized), UserName and Password credentials.

If you **do not** have Web Pay login credentials, click **Register Account** from your mobile device or visit:

[https://login.paylocity.com/escher/escher\\_webui/views/login/login.aspx](https://login.paylocity.com/escher/escher_webui/views/login/login.aspx)

For additional assistance, please contact your Company Administrator.

