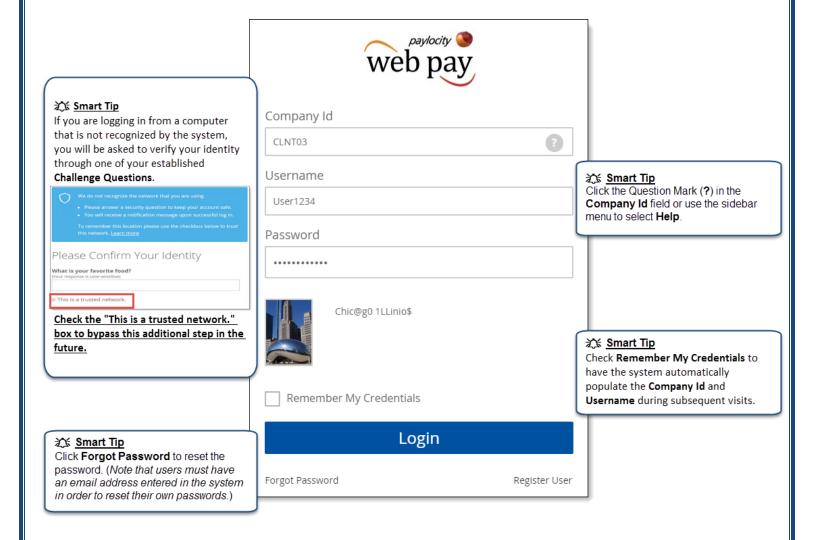# Web Pay Login

1 Access Web Pay at https://login.paylocity.com.

2 Enter the Paylocity assigned Company Id.

3 Enter the Username (not case-sensitive).

4 Enter the Password (case-sensitive and 7 to 20 characters).

5 Click **Login** to enter Web Pay.

☼ Smart Tip
If you are logging in from a computer that is not recognized by the system, you will be asked to verify your identity through one of your established **Challenge Questions.**

We do not recognize the network that you are using.
- Please answer a security question to keep your account safe.
- You will receive a notification message upon successful log in.

To remember this location please use the checkbox below to trust this network. Learn more

Please Confirm Your Identity

What is your favorite food?
(Your response is case-sensitive)

☐ This is a trusted network.

Check the "This is a trusted network." box to bypass this additional step in the future.

☼ Smart Tip
Click the Question Mark (**?**) in the **Company Id** field or use the sidebar menu to select **Help.**

☼ Smart Tip
Check **Remember My Credentials** to have the system automatically populate the **Company Id** and **Username** during subsequent visits.

☼ Smart Tip
Click **Forgot Password** to reset the password. (*Note that users must have an email address entered in the system in order to reset their own passwords.*)

REMINDERS:

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