Welcome to Paylocity

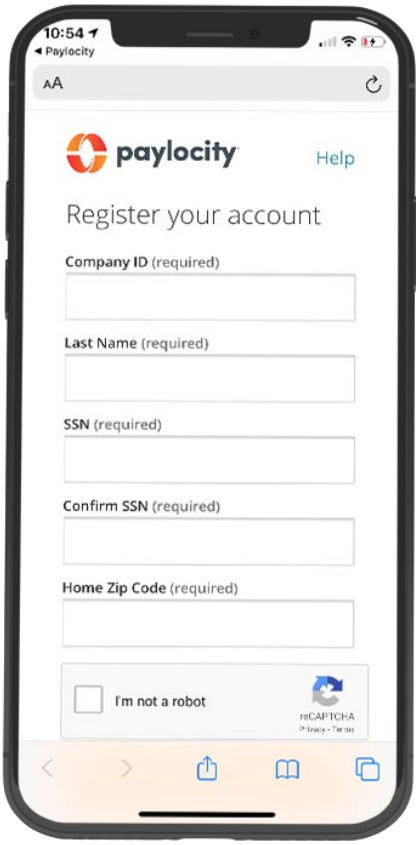
# Self-register as a New User with Paylocity

## Registering via the Paylocity Mobile App

1. Download the mobile app from the App Store or Google Play

2. Open the Mobile application.
3. Select Register Account in the bottom right of the screen.

   A browser window opens to the registration site.
4. Complete all fields on the following screen:
   - Company ID
   - Last Name
   - Social Security Number (SSN) (include dashes)
   - Confirm SSN
   - Home Zip Code
5. Select a Username and Password. Passwords must include three of the four following requirements:
   - A number
   - An uppercase letter
   - A lowercase letter
   - A non-alphanumeric character such as # or !
6. Confirm the Password.
7. Select Continue.





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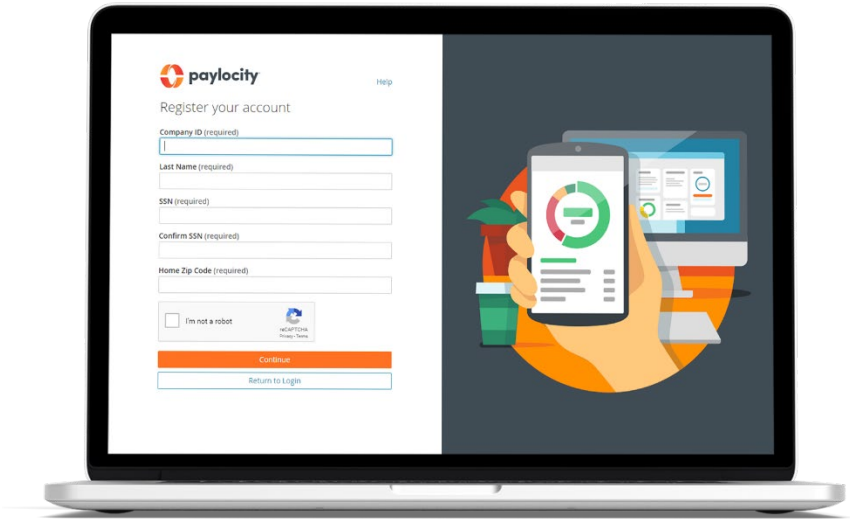
8. Select log-in Challenge Questions from the Question 1, Question 2, and Question 3 dropdown menus.
9. Enter corresponding answers (80-character limit for answers).
10. Select Continue.
11. Verify the selected username, password, security questions and answers.
12. Select Finish.

## Registering via Desktop

1. Access HR & Payroll at https://login.paylocity.com.
2. Select Register User to create a new User Name and confidential Password.
3. Enter the Image Text displayed in the Register User screen.
4. Select Next.
5. Enter the Paylocity Company ID
6. Enter Last Name.
7. Enter a valid nine-digit Social Security Number (SSN).
8. Re-enter the same valid SSN in the Confirm SSN field.
9. Enter Home Zip Code.
10. Enable the "I'm not a robot" reCAPTCHA checkbox.
11. Select Continue.





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12. Enter the Username (not case-sensitive) and Password (this is case-sensitive) to use when accessing this account, taking into account specific requirements as noted.
13. Enter the Password a second time in the Confirm Password field.
14. Provide one of the following:
    - Personal email address
    - Mobile phone number
15. Select Next. Selected Username and Password must meet the rules noted to be valid. Select login Challenge Questions from the Question 1, Question 2, and Question 3 dropdown menus and enter corresponding answers.
16. Select Next. There is an 80-character limit for Answer fields.
17. Select Finish to create the new user account and enter HR & Payroll.


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