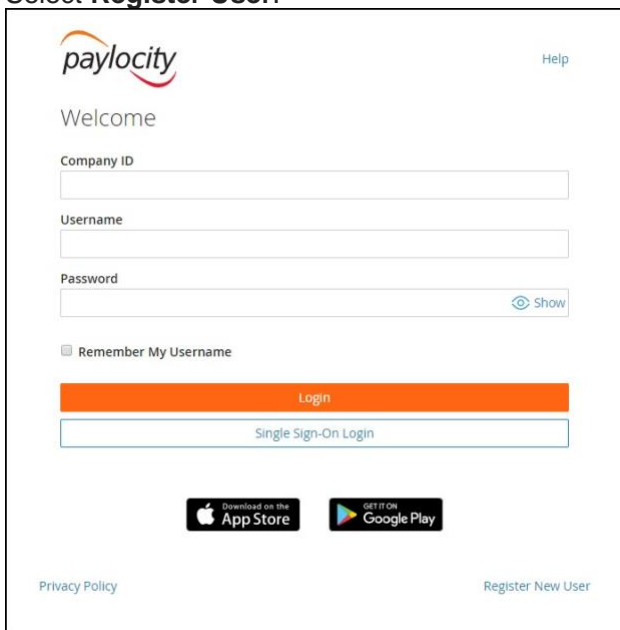


Self-Register a New User for HR & Payroll

1. Access HR & Payroll at <https://login.paylocity.com>.
2. Select **Register User**.



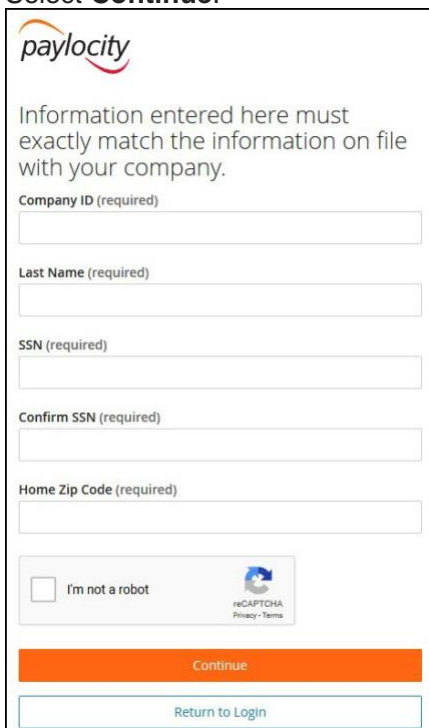
The screenshot shows the Paylocity login page. At the top left is the Paylocity logo, and at the top right is a "Help" link. Below the logo is the word "Welcome". The form contains the following fields: "Company ID", "Username", and "Password" (with a "Show" eye icon). There is a "Remember My Username" checkbox. Below the fields are two buttons: an orange "Login" button and a white "Single Sign-On Login" button. At the bottom, there are two app store icons: "Download on the App Store" and "GET IT ON Google Play". At the very bottom, there are links for "Privacy Policy" and "Register New User".

3. Enter the Paylocity **Company ID**.

Full time and part time regular employees: 94364

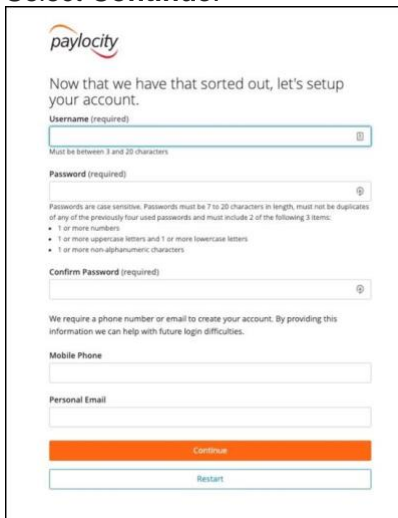
Students and Adjunct employees: 94363

4. Enter **Last Name**.
5. Enter a valid, nine digit **Social Security Number (SSN)**. (NO DASHES)
6. Re-enter the valid SSN in the **Confirm SSN** field.
7. Enter the **Home Zip Code**.
8. Enable the "I'm not a robot" reCAPTCHA box.
9. Select **Continue**.

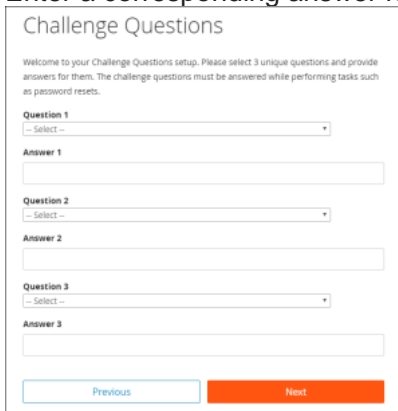


The screenshot shows the Paylocity registration page. At the top left is the Paylocity logo. Below the logo is the text: "Information entered here must exactly match the information on file with your company." The form contains the following fields: "Company ID (required)", "Last Name (required)", "SSN (required)", "Confirm SSN (required)", and "Home Zip Code (required)". Below the fields is a reCAPTCHA box with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. At the bottom, there are two buttons: an orange "Continue" button and a white "Return to Login" button.

10. Enter the **Username** (not case-sensitive) and **Password** (case-sensitive) to use when accessing this account, taking into account the specific requirements noted for each field.
 - The **Username** field is not case-sensitive.
 - The **Password** field is case-sensitive.
11. Enter the password a second time in the **Confirm Password** field.
12. Provide a personal email address or a mobile phone number.
13. Select **Continue**.



14. Select login Challenge Questions from the **Question 1, Question 2, and Question 3** dropdown menus.
15. Enter a corresponding answer for each question (80-character limit).



16. Select **Next**.
17. Select **Finish**.

Important Information:

- To maintain confidentiality, workers must contact a Company Administrator with questions. Paylocity is not authorized to speak directly with workers.
- If a user account already exists that matches the entered information, the following error occurs: **You have entered items which do not match our system - please try again or contact your administrator.** Contact a Company Administrator for assistance if this happens.