

Web Time Registration

- 1 Access Web Time at <https://login.paylocity.com>.
- 2 Click **Register User** to create a new User Name and confidential Password.

- 3 In the Register User Screen, type in the Image Text shown. Click **Next**.
- 4 Enter the Paylocity assigned **Company Id** and your **Last Name**.
- 5 Enter your nine digit Social Security number (**SSN**); enter your SSN a second time in the **Confirm SSN** field.

- 6 Enter your Home Zip Code and click **Next**.
- 7 Enter the **Image Text**.

- 8 Enter the **Username** and **Password** you would like to use when accessing this account, taking into account specific requirements as noted.

- 9 Enter your **Password** a second time in the **Confirm Password** field and click **Next**.

Smart Tip

Selected **Username** and **Password** must meet the rules noted in order to be valid.

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- 10** Select login challenge questions from the **Question 1**, **Question 2**, and **Question 3** drop downs and enter answers.

- 11** Click **Next**.

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

Answer 1

Question 2

Answer 2

Question 3

Answer 3

Smart Tip

There is an 80 character limit for Answer fields.

- 12** Select an image from the **Select Security Image** drop down.

- 13** Enter a personal **Security Phrase** (128 character limit) and click **Next**.

Security Image

Please select a security image to see on login.

Select Security Image

SecurityImage

Please provide a security phrase

Smart Tip

The image and phrase selected will appear on the login screen once the **Company ID** and **Username** are entered.

- 14** Verify all registration information is correct.

- 15** Click **Finish** to create the new user account and enter Web Time.

REMINDERS:

- If Web Time is not the default home page, select Web Time by hovering over at the top left of the page.
- Online videos are available to show you how to register a user.
- 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.