Web Pay Login

1. Access the login page.
2. Enter the Paylocity assigned Company ID (not case-sensitive).
3. Enter the Username (not case-sensitive).
4. Enter the Password (case-sensitive and 7 to 20 characters).
5. Select Login.

**Smart Tip**
Select Need Help? in the Company ID or Username fields to fill out the required information and receive a one-time passcode to have your Company ID and Username fields automatically populated.

**Smart Tip**
Select the information icon (i) next to Company ID or Help for additional login assistance.

**Smart Tip**
Select Forgot? in the Password field to initiate the password reset process. Populate the applicable fields and select Continue. Choose the verification code delivery method and then select Send Code to retrieve the passcode. Enter the received passcode, answer the challenge question, select Continue, create your new password, and select Finish.

**Smart Tip**
Select Register User to register your user account if not completed previously.

**Smart Tip**
After completing steps 2-4 above, select the Remember My Username box to have the Company ID and Username fields pre-populated for future login sessions.

**Smart Tip**
If logging in from a device that is not recognized, answer the established challenge question, select the Trust this device box, and select Submit. Selecting the Trust this device box bypasses this step in the future for the applicable device.

**Smart Tip**
From a mobile device, tap the Apple or Google Play icon to navigate to the respective app store to download the Paylocity Mobile Application (App). Paylocity Mobile is required to be enabled for the company you are assigned to for use of the app.

Important Notes

- Select Register User to register your user account if not completed previously.
- In order to maintain confidentiality, employees must contact their Company Administrator with questions. Paylocity is not authorized to speak directly with employees.
- If the Multi-Factor Authentication (MFA) step appears after selecting Login, choose how the one-time passcode should be delivered and select Send Code. Enter the received One-Time Passcode, select the Trust this computer checkbox (if applicable), and select Login.
- Select Privacy Policy for information on Paylocity’s Privacy Policy via the drawer.
- Select Supported Browsers to view the supported browsers via the drawer.