

Web Pay Registration

1. Access the [login page](#).
2. Click **Register User**.

Smart Tip

To be able to register, an employee record must have been created for you on the assigned **Company ID**. The information being entered has to match what is on that record.

Contact your company administrator or supervisor to confirm your record's details if you are having difficulty entering the correct information in the registration process.

Smart Tip

From a mobile device, tap on 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.

3. Enter the Paylocity assigned **Company ID** (not case-sensitive), then your **Last Name**.
4. Enter your nine-digit Social Security Number (**SSN**) in the **SSN** and **Confirm SSN** fields.
5. Enter your **Home Zip Code**.
6. Click into the box next to **I'm not a robot** and click **Continue**.

**GERAS COMPANY ID:
46851**

- If prompted to further confirm you as a user after checking the box, complete the verification steps and click **Verify**.

Smart Tip

If the Paylocity assigned **Company ID** is not known, contact your company administrator or supervisor for more information.

Paylocity is not authorized to speak with employees who are not authorized contacts.

7. Enter the **Username** (not case-sensitive), then the **Password** (case-sensitive) into the **Password** and **Confirm Password** fields. Click **Continue**.

The screenshot shows the Paylocity account setup interface. At the top is the Paylocity logo. Below it is the text: "Now that we have that sorted out, let's setup your account." The form contains three input fields: "Username (required)" with the value "cnolan" and a note "Must be between 3 and 20 characters"; "Password (required)" with masked characters and a note: "Passwords are case sensitive. Passwords must be 7 to 20 characters in length, must not be duplicates of any of the previously four used passwords and must include 2 of the following 3 items: 1 or more numbers, 1 or more uppercase letters and 1 or more lowercase letters, 1 or more non-alphanumeric characters."; and "Confirm Password (required)" with masked characters. At the bottom are two buttons: "Continue" (orange) and "Go Back" (light blue).

Smart Tip
The **Username** is required to be between 3 and 20 characters.

Smart Tip
The **Password** is required to be between 7 and 20 characters, in addition to including 2 of the following 3 items: 1 or more numbers, 1 or more uppercase letters and 1 or more lowercase letters, 1 or more non-alphanumeric characters.

8. Select challenge questions from the **Question (1,2,3)** drop downs, provide the answers, and click **Continue**.

The screenshot shows the Paylocity account setup interface for challenge questions. At the top is the Paylocity logo. Below it is the text: "As an added security measure, challenge questions are used to verify your identity during tasks such as resetting your password. Please select 3 unique questions and provide the answer for each." The form contains three question-answer pairs: "Question 1 (required)" with the question "On what street did you grow up?" and answer "52nd Street"; "Question 2 (required)" with the question "What is your father's middle name?" and answer "Joseph"; and "Question 3 (required)" with the question "What is your favorite hobby?" and answer "Exercise". At the bottom are two buttons: "Continue" (orange) and "Go Back" (light blue).

Smart Tip
Choose questions and answers that are not difficult to recall. Challenge questions can be asked when performing tasks such as resetting a password.

9. Review all the populated information and click **Finish** to create your user account.