

Web Pay Registration

Stagehands Company
Code
N4603

Your Login _____

Password _____



- 1 Access Web Pay 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 User Name and Password you would like to use when accessing this account, taking into account specific requirements as noted.

- 8 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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- 9 Select login challenge questions from the Question 1, Question 2, and Question 3 drop downs and enter answers.
- 10 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
Who was your favorite teacher?

Answer 1
Mr. Smith

Question 2
What is your favorite television show?

Answer 2
Sherlock

Question 3
-- Select --

Answer 3

Previous Next


 **Smart Tip**
There is an 80 character limit for **Answer** fields.

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

Security Image


Please provide a security phrase

Previous Next

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

- 13 Verify all registration information is correct.
- 14 Click **Finish** to create the new user account and enter Web Pay.

REMINDERS:

- 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.