

# Register User



1. Access Web Pay at <https://login.paylocity.com>. Bookmark Web Pay as a favorite site.
2. From the Login screen, click Register User to create the Username and Password.

The screenshot shows the Paylocity login page. It has a blue header with the Paylocity logo. Below the header, there are input fields for 'Company id', 'Username', and 'Password'. There is a checkbox for 'Remember My Credentials' and a blue 'Login' button. At the bottom, there are links for 'Forgot Password' and 'Register User'.

3. Enter the Image Text. Click Next.

The screenshot shows the 'Register User' screen. It has a blue header with the Paylocity logo. Below the header, there is a heading 'Register User' and a welcome message. There is an 'Image Text' input field with the text '2A2G3' and a 'Display New Image' link. At the bottom, there are 'Previous' and 'Next' buttons.

4. Enter Granite's Company ID: 10737. Enter your Last Name and nine digit Social Security number. Confirm SSN and enter your Home Zip Code. Click Next.

The screenshot shows the 'Employee Information' screen. It has a blue header with the Paylocity logo. Below the header, there is a heading 'Employee Information' and a message. There are input fields for 'Company ID' (containing 'clnt04'), 'Last Name' (containing 'castillo'), 'SSN' (masked with dots), 'Confirm SSN' (masked with dots), and 'Home Zip Code' (containing '78702'). At the bottom, there are 'Previous' and 'Next' buttons.

5. Enter the Username. Usernames are not case sensitive. Usernames must be 3 to 20 characters in length. Users names may not contain special characters other than . and \_ . Enter the Password. Passwords are case sensitive. Passwords must be 7 to 20 characters in length.

Passwords must contain three of the following four rules: one or more numbers, one or more uppercase letters, one or more lowercase letters, one or more non-alphanumeric characters. Enter the password a second time in the Confirm Password field. Click Next.

The screenshot shows the 'Username' and 'Password' screens. The 'Username' screen has a heading 'Username' and a message 'Must be between 3 and 20 characters.' There is an input field for 'Username' containing 'mcastillo'. The 'Password' screen has a heading 'Password' and a message 'Must meet 3 of the 4 rules to be valid.' There are four bullet points: '7 - 20 characters', 'Includes a number', 'Includes an uppercase and lowercase letter', and 'Includes a non-alphanumeric character such as a # or !'. There are input fields for 'Password' and 'Confirm Password', both masked with dots. At the bottom, there are 'Previous' and 'Next' buttons.

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6. Select a login challenge question from the Question 1, Question 2, and Question 3 drop downs. Enter the answer to each login challenge question in the Answer 1, Answer 2, and Answer 3 fields (80 character limit in each field). Click Next.

A screenshot of the "Challenge Questions" screen. It has a blue header with the paylocity logo and a menu icon. Below the header is a progress bar with four arrows, the third of which is highlighted. The main content area is titled "Challenge Questions" and contains a welcome message. There are three question sets, each with a dropdown menu for the question and a text input field for the answer. The first question is "What school did you attend for sixth grade?" with the answer "Adams Middle School". The second question is "In what city or town did your mother and father meet?" with the answer "Kansas City". The third question is "Who is your favorite artist?" with the answer "Monet". At the bottom are "Previous" and "Next" buttons.

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  
What school did you attend for sixth grade?

Answer 1  
Adams Middle School

Question 2  
In what city or town did your mother and father meet?

Answer 2  
Kansas City

Question 3  
Who is your favorite artist?

Answer 3  
Monet

Previous Next

7. Select an image from the Select Security Image drop down. This image will appear on the login screen once the Company ID and Username are entered. Enter the security phrase (128 character limit). This phrase will appear on the login screen once the Company ID and Username are entered. Click Next.

A screenshot of the "Security Image" screen. It has a blue header with the paylocity logo and a menu icon. Below the header is a progress bar with four arrows, the third of which is highlighted. The main content area is titled "Security Image" and contains a message to select a security image. There is a dropdown menu for "Select Security Image" and a text input field for "Security Image". The selected image is a small square showing a bird in a tree. Below this is a text input field for "Please provide a security phrase" with the value "M0n3t Hay\$tack\$". At the bottom are "Previous" and "Next" buttons.

Security Image

Please select a security image to see on login.

Select Security Image

Security Image

Please provide a security phrase

M0n3t Hay\$tack\$

Previous Next

8. Verify all information is correct. Click Finish to create new user account and enter Web Pay.

A screenshot of the "Verify User Registration" screen. It has a blue header with the paylocity logo and a menu icon. Below the header is a progress bar with four arrows, the third of which is highlighted. The main content area is titled "Verify User Registration" and contains a message to verify the information. There are four rows of information: Company ID (clnt04), Last Name (castillo), Username (mcastillo), and Security Image (a small square showing a bird in a tree). Below this is a text input field for "Security Phrase" with the value "M0n3t Hay\$tack\$". At the bottom are "Previous" and "Finish" buttons.

Verify User Registration

Please verify the information below is correct.

Company ID clnt04

Last Name castillo

Username mcastillo

Security Image

Security Phrase M0n3t Hay\$tack\$

Previous Finish

9. Now that you are in the system please setup your tax deductions, as well as automatic deposit. This will be reviewed on your first day with Granite to ensure your payroll setup is complete and accurate.