

Register for a New User Account in HR & Payroll

Company Admin Client Employee

1. Access the [Paylocity login page](#).
2. Select **Register New User**.
3. Select either **I have a Registration Passcode** or **I don't have a Registration Passcode**.
4. Enter Paylocity **Company ID**
5. Enter **Social Security Number (SSN)**
6. Re-enter the SSN in the **Confirm SSN**.
7. Enter **Date of Birth** by selecting the Month, Day and Year.
8. Enable the **I'm not a robot** reCAPTCHA box.
9. Select **Continue**.



[Help](#)

We need to verify your identity

We need to match you to the information you shared with your employer.


Company ID (required)

SSN (required)

Confirm SSN (required)

Date of Birth (required)

Month Day Year

I'm not a robot  reCAPTCHA
Privacy - Terms

Continue

[Return to Login](#)

10. Enter a **Username** (not case-sensitive).
11. Enter a **Password** (case-sensitive) to use when accessing this account, taking into account the specific requirements noted for each field.
12. Re-enter the password in the **Confirm Password** field.
13. Provide a personal email address or a mobile phone number.
14. Select **Continue**.
15. Select Challenge Questions from the **Question 1, Question 2, and Question 3** dropdown menus.
16. Enter a corresponding answer for each question (80-character limit).

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
-- Select --

Answer 1

Question 2
-- Select --

Answer 2

Question 3
-- Select --

Answer 3

[Previous](#) [Next](#)

17. Select **Next**.
18. Select **Finish**.

Important Information:

- To maintain confidentiality contact a company administrator with questions. Paylocity does not have authorization to speak directly with employees.
- If a user account already exists that matches the entered information, the following error occurs: **You have entered items which do not match our system - please try again or contact your administrator**. Contact a Company Administrator for assistance if this happens.