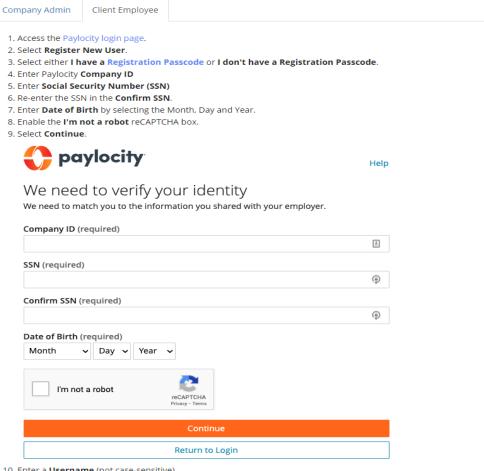
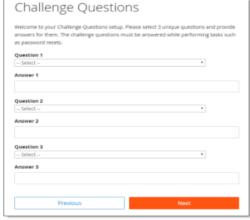
Register for a New User Account in HR & Payroll



- 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).



- 17. Select Next.
- 18. Select Finish.

Important Information:

- $\bullet \ \ \text{To maintain confidentiality contact a company administrator with questions. Paylocity does not have}$ 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.