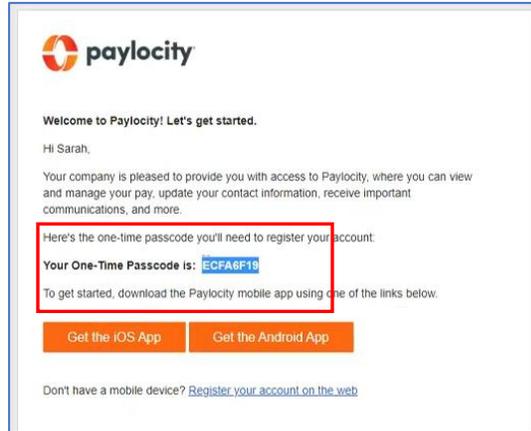


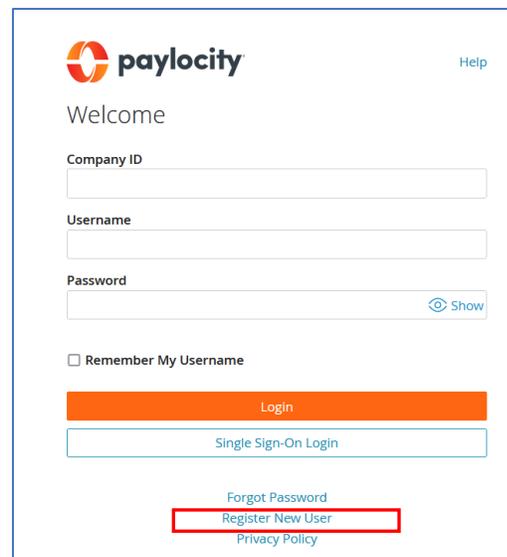
Registering for Paylocity Employee Self-Service

1. Watch for the email from your employer with the Subject line: **“Activate your Paylocity account.”** That email will have a One-Time Passcode.



2. Open your browser (Google Chrome is recommended). Clear cookies, close, and re-open. Type paylocity.com into your browser. Bookmark this site for future use.

3. Click on login (upper right on the screen), and then click on Register New User from the choices at the bottom of the screen.



4. Click on “I have a Registration Passcode.”



5. Enter your Passcode, confirm you are not a robot, and then click Continue.

The screenshot shows the Paylocity registration passcode screen. At the top left is the Paylocity logo, and at the top right is a "Help" link. The main heading is "Enter your registration passcode". Below this is a "Passcode" input field containing the text "ECFA6F19". Underneath the passcode field is a CAPTCHA area with a green checkmark and the text "I'm not a robot", and a "reCAPTCHA Privacy - Terms" link. At the bottom, there are two buttons: an orange "Continue" button and a white "Return to Login" button.

6. To ensure that you are the only person who will be accessing your confidential information, enter your SSN and DOB on the next screen and click Continue. This will then match the data already in PrimePay. If it does not match, contact your payroll administrator for help.

The screenshot shows the Paylocity registration screen for SSN and DOB. At the top left is the Paylocity logo, and at the top right is a "Help" link. The main heading is "Just a couple more things..." with a sub-heading "Your employer would like you to confirm these additional items before proceeding". Below this are three input fields: "SSN", "Confirm SSN", and "Birthdate". The "Birthdate" field has three dropdown menus for "Month", "Day", and "Year". At the bottom, there are two buttons: an orange "Continue" button and a white "Restart" button.

7. Complete the following:

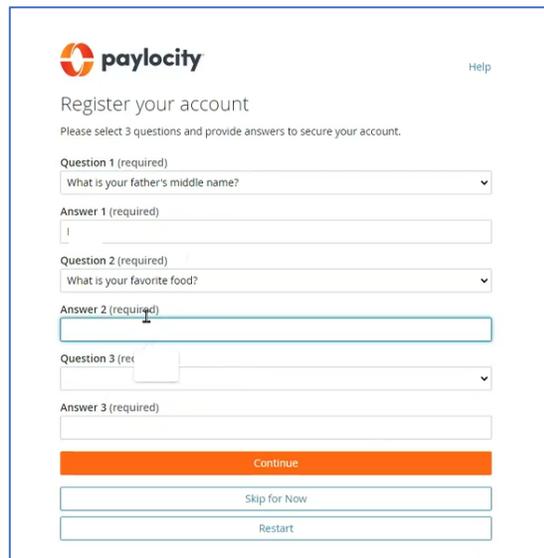
- Create a username
- Create a password (be sure to follow the character requirements listed on the page).
- Confirm, or if blank, enter a mobile phone number (recommended) and/or email to register your account.

Click Continue.

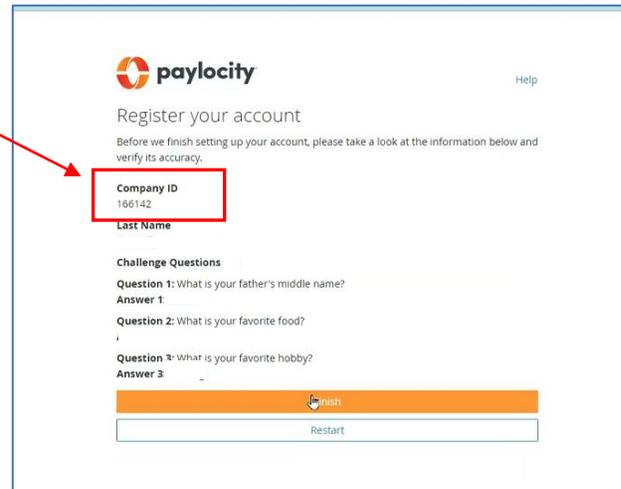
The screenshot shows the Paylocity registration account screen. At the top left is the Paylocity logo, and at the top right is a "Help" link. The main heading is "Register your account". Below this are four input fields: "Username (required)", "New Password (required)", "Confirm New Password (required)", and "Personal Email". The "Username" field has a note "Must be between 3 and 20 characters". Below the "New Password" field is a list of password requirements: "1 or more numbers", "1 or more uppercase letters and 1 or more lowercase letters", and "1 or more non-alphanumeric characters". Below the "Confirm New Password" field is a note: "We require a phone number or email to create your account. By providing this information we can help with future login difficulties." Below this are two input fields: "Mobile Phone" and "Personal Email". At the bottom, there are two buttons: an orange "Continue" button and a white "Restart" button.

8. Set up your security questions to further protect your account, including helping you retrieve a forgotten password in the future.

You will then see a confirmation page, which includes the Company ID. Note this ID, as you will need it to log in. Review the information and click Finish.



The screenshot shows the 'Register your account' page on the Paylocity website. The page title is 'Register your account' and it includes a 'Help' link. Below the title, it says 'Please select 3 questions and provide answers to secure your account.' There are three questions: 'Question 1 (required): What is your father's middle name?', 'Question 2 (required): What is your favorite food?', and 'Question 3 (required): What is your favorite hobby?'. Each question has a corresponding answer field. At the bottom, there are three buttons: 'Continue' (highlighted in orange), 'Skip for Now', and 'Restart'.



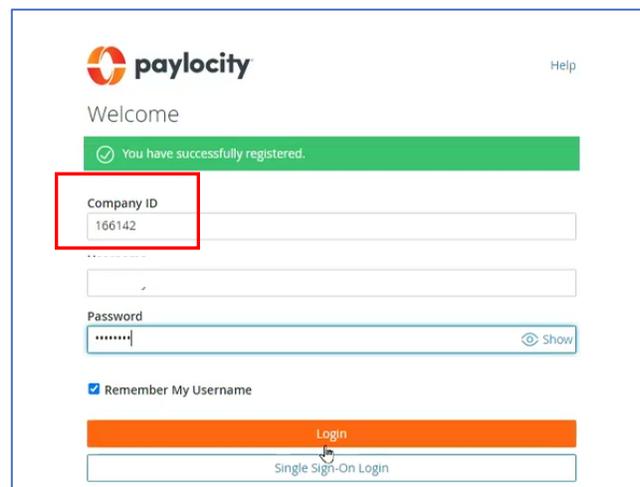
The screenshot shows the registration confirmation page on the Paylocity website. The page title is 'Register your account' and it includes a 'Help' link. Below the title, it says 'Before we finish setting up your account, please take a look at the information below and verify its accuracy.' The 'Company ID' is listed as '166142' and is highlighted with a red box. Below it, the 'Last Name' field is empty. There are three challenge questions: 'Question 1: What is your father's middle name?', 'Question 2: What is your favorite food?', and 'Question 3: What is your favorite hobby?'. Each question has a corresponding answer field. At the bottom, there are two buttons: 'Finish' (highlighted in orange) and 'Restart'.

You will be brought to the main login screen.

- Enter your company ID listed on the registration confirmation (see above)
- Enter your username
- Enter your password

The system may require you to authenticate with a passcode. Select your mobile phone number (if one was listed on the Register Your Account page) and click on Text.

Once you are logged in, you will be brought to your ESS home page. See separate document for navigation tips.



The screenshot shows the main login screen on the Paylocity website. The page title is 'Welcome' and it includes a 'Help' link. Below the title, there is a green banner that says 'You have successfully registered.' Below the banner, there are three input fields: 'Company ID' (with '166142' entered and highlighted by a red box), a blank field for the username, and a 'Password' field with a 'Show' button. There is a checked checkbox for 'Remember My Username'. At the bottom, there are two buttons: 'Login' (highlighted in orange) and 'Single Sign-On Login'.