

Web Pay Login



- 1 Access Web Pay at <https://login.paylocity.com>.
- 2 Enter the Paylocity assigned **Company Id**.
- 3 Enter the **Username** (not case-sensitive).
- 4 Enter the **Password** (case-sensitive and 7 to 20 characters).
- 5 Click **Login** to enter Web Pay.

The screenshot shows the Paylocity login interface. At the top is the Paylocity logo. Below it are four input fields: Company Id (containing 'clnt03'), Username (containing 'User1234'), Password (masked with dots), and a 'Remember My Credentials' checkbox. A large orange 'Login' button is centered below the fields. At the bottom are links for 'Forgot Password' and 'Register User'. A blue sidebar on the left contains a security warning and a 'Please Confirm Your Identity' section with a question 'What is your favorite food?'. A 'This is a trusted network.' checkbox is highlighted with a red box. Three 'Smart Tip' callouts provide additional instructions: one about challenge questions, one about the help icon in the Company Id field, and one about the Remember My Credentials checkbox.

Smart Tip
If you are logging in from a computer that is not recognized by the system, you will be asked to verify your identity through one of your established **Challenge Questions**.

We do not recognize the network that you are using.
• Please answer a security question to keep your account safe.
• You will receive a notification message upon successful log in.
To remember this location please use the checkbox below to trust this network. [Learn more](#)

Please Confirm Your Identity
What is your favorite food?
(Your response is case-sensitive)

This is a trusted network.

Check the "This is a trusted network." box to bypass this additional step in the future.

Smart Tip
Click **Forgot Password** to reset the password. (Note that users must have an email address entered in the system in order to reset their own passwords.)

Smart Tip
Click the question mark (?) in the **Company Id** field or use the sidebar menu to select **Help**.

Smart Tip
Check **Remember My Credentials** to have the system automatically populate the **Company Id** and **Username** during subsequent visits.

REMINDERS:

- Click **Register User** to register for the first time.
- In order to maintain confidentiality, employees must contact their Company Administrator with questions. Paylocity is not authorized to speak directly with employees.