USER ACCOUNT REGISTRATION IS NOW OPEN

Download the Paylocity Mobile App

- Tap Register New User
- Enter the Mobile Number
- Tap Send Code. A one-time code goes to the Mobile Number entered
- Enter the code
- Tap Continue
- Verify identity to match the information shared with the employer:
  - Enter Full SSN (Social Security Number)(Twice)
  - Enter Date of Birth (MM/DD/YYYY)
  - Tap Continue

Optional: Select the correct company if the employee's record exists in multiple companies.

- Enter Personal Email
- Enter Username
- Enter Password
- Enter Confirm Password
- Tap Create Account
- You'll then be brought back to the home page where you will see your Company ID. Enter in your newly created Username and Password then tap Log In.

For more information, please watch this short video clip or scan the QR Code to watch.