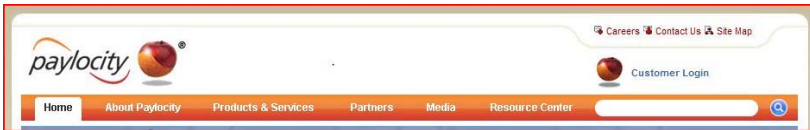


Employee Self Service Login ID

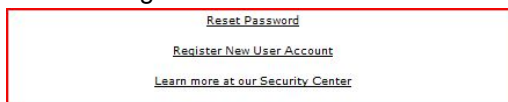
1. Go to <http://paylocity.com/>.
2. Click on: Customer Login



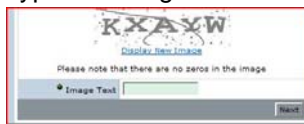
3. Click on Web Pay Customers



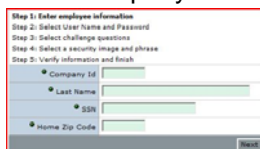
4. Click on Register New User Account



5. Type the Image Text then click next



6. Enter Company ID : B9146; Your last name; SSN and Home Zip Code then click next

A screenshot of a registration form titled 'Step 1: Enter employee information'. It includes steps 2 through 5. The form has input fields for 'Company Id', 'Last Name', 'SSN', and 'Home Zip Code', each with a dropdown arrow. A 'Next' button is at the bottom right.

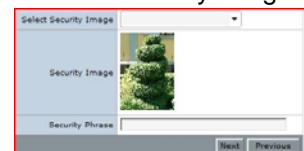
7. Enter User Name: FirstLast; Enter Password the Confirm Password then click next

A screenshot of a registration form with three input fields: 'User Name', 'Password', and 'Confirm Password'. Each field has a dropdown arrow. 'Next' and 'Previous' buttons are at the bottom.

8. Select and Answer 3 Security Questions then click next

A screenshot of a registration form with three questions. Each question has a 'Question' dropdown and an 'Answer' input field. 'Next' and 'Previous' buttons are at the bottom.

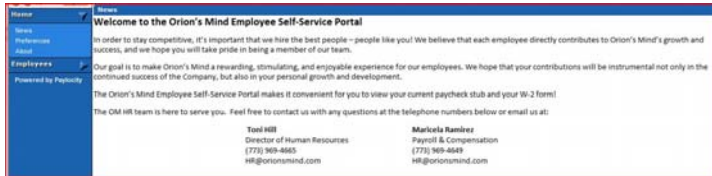
9. Select a Security Image and type in a phrase only you know then click next

A screenshot of a registration form with a 'Select Security Image' dropdown, a 'Security Image' input field, and a 'Security Phrase' input field. 'Next' and 'Previous' buttons are at the bottom.

10. Verify Information then click Finish. If anything is incorrect click previous to go back and make Corrections.

Using the Employee Self Service Portal

1. On the left hand side of the introduction page click on Employees



2. Click on Employee Info



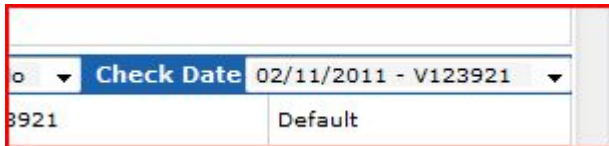
3. To get copies of paystubs or your W2 form click on the Pay History tab



4. Click on Current Check or W2



5. Your most current paycheck will come into view. Click on the drop down menu arrow to view checks from previous pay periods.



6. When you click on W2 you will see a list of W2s available by year. Click on the year to see your earnings report for that year.

