

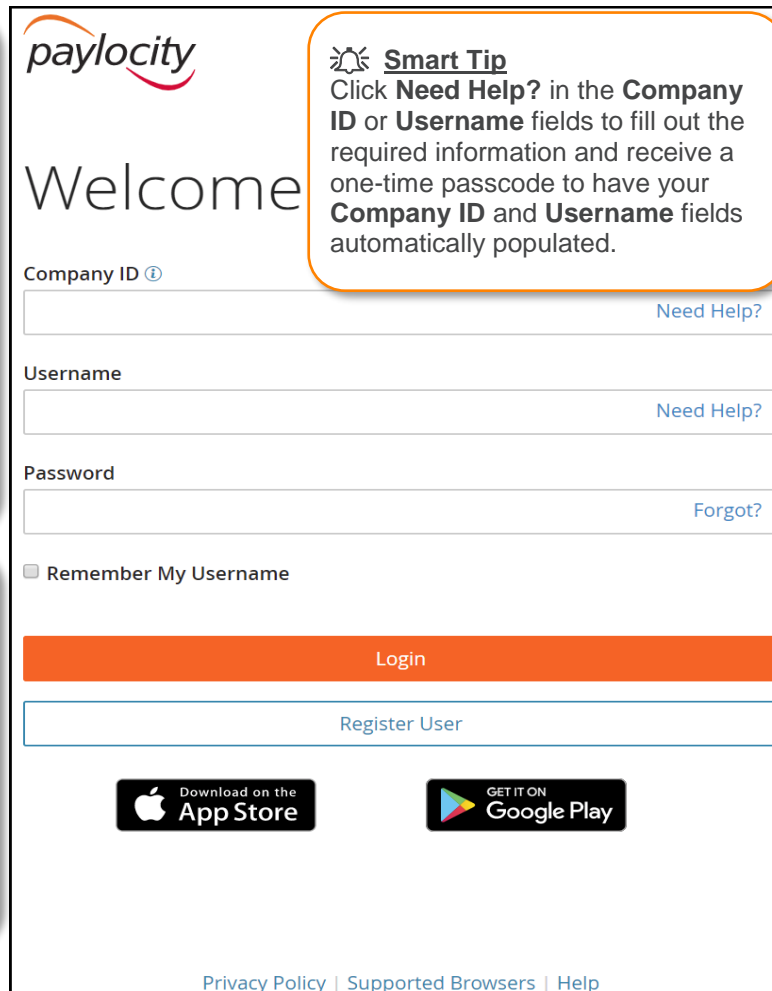
# Web Time Login

1. Access the [login page](#).
2. Enter the Paylocity assigned **Company ID** (not case-sensitive).
3. Enter the **Username** (not case-sensitive).
4. Enter the **Password** (case-sensitive and 7 to 20 characters).
5. Click **Login**.
  - If Web Time is not the default home page, hover over **(\$)** **Web Pay** at the top left of the page and click **Web Time**.

**Smart Tip**  
If logging in from a device that is not recognized, answer the established challenge question, click into the **Trust this device** box, and click **Submit**.

Clicking into the **Trust this device** box bypasses this step in the future for the applicable device.

**Smart Tip**  
After completing steps 2-4 above, click into the **Remember My Username** box to have the **Company ID** and **Username** fields pre-populated for future login sessions.



The screenshot shows the Paylocity Web Time Login page. At the top is the Paylocity logo and the word "Welcome". Below this are three input fields: "Company ID" with a "Need Help?" link, "Username" with a "Need Help?" link, and "Password" with a "Forgot?" link. There is a checkbox labeled "Remember My Username". Below the input fields is an orange "Login" button and a "Register User" link. At the bottom are two buttons: "Download on the App Store" and "GET IT ON Google Play". At the very bottom are links for "Privacy Policy", "Supported Browsers", and "Help".

**Smart Tip**  
Click **Need Help?** in the **Company ID** or **Username** fields to fill out the required information and receive a one-time passcode to have your **Company ID** and **Username** fields automatically populated.

**Smart Tip**  
Click the information icon (i) next to **Company ID** or **Help** for additional login assistance.

**Smart Tip**  
Click **Forgot?** in the **Password** field to initiate the password reset process. Complete the applicable fields, click **Send One-Time Passcode**, and retrieve the passcode via your registered email address. Enter the received passcode, answer the challenge question (if applicable), click **Continue**, create your new password, and click **Finish**.

**Smart Tip**  
From a mobile device, tap the Apple or Google Play icon to navigate to the respective app store to download the Paylocity Mobile Application (App).

Paylocity Mobile is required to be enabled for the company you are assigned to for use of the app.

## Important Notes

- Click [Register User](#) to register your user account if not completed previously.
- In order to maintain confidentiality, employees must contact their Company Administrator with questions. Paylocity is not authorized to speak directly with employees.
- If the Multi-Factor Authentication (MFA) step appears after clicking **Login**, select the contact method you would like to receive the one-time passcode and click **Send Code**. Enter the received **One-Time Passcode**, click into the **Trust this computer** box (if applicable), and click **Login**.
- Click **Privacy Policy** for information on Paylocity's Privacy Policy via the drawer.
- Click **Supported Browsers** to view the supported browsers via the drawer.