



Paylocity Self Service Portal

With the Paylocity Self Service Portal and mobile app, you can access your data inside or outside the workplace, at any time, from your desktop, laptop, tablet or smartphone. With secure, on-demand access to essential data in a single, convenient location, the Self Service Portal empowers you to easily access real-time data and electronically view checks, submit time-off requests, access benefits, and more!

- ✓ COMPANY DIRECTORY
- ✓ ACCESS PAY INFORMATION
- ✓ EDIT PERSONAL DETAILS
- ✓ ADD/UPDATE BANKING INFORMATION
- ✓ CHANGE YOUR WITHHOLDINGS
- ✓ MANAGE BENEFIT ACCOUNTS
- ✓ ACCESS W-2 INFORMATION
- ✓ STAY CONNECTED THROUGH COMMUNITY
- ✓ SHOUT OUT YOUR PEERS WITH IMPRESSIONS

FORGET YOUR LOGIN INFORMATION?

- Select 'Forgot Your Password or Company ID?' On the login screen
- Enter the Company ID (88754), your username, and an email or phone number attached to your account. Then select the orange 'Continue' button at the bottom of the screen.
- A one-time password will be sent to the selected delivery method. Enter the one-time passcode and select 'Continue'.
- Choose a new password. The password must meet 3 of the following requirements: A number, an uppercase letter, a lowercase letter, a non-alphanumeric character such as # or!
- Select Finish to complete the password reset. Once completed, the login screen displays.

