

Web Pay Registration Instructions

Go to - https://login.paylocity.com/escher/escher_webui/views/login/login.aspx

Click on Register New Account



The screenshot shows a web browser window titled "Paylocity Payroll + HR - Windows Internet Explorer". The address bar displays "https://login.paylocity.com/escher/escher_webui/views/multico/Paylocity.aspx". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a search box with "My Web Search". The browser's status bar at the bottom shows the Windows taskbar with various open applications and the system clock at 5:01 PM.

The main content area displays the "WebPay powered by paylocity" logo at the top. Below the logo is a registration form titled "Register New User Account". The form is divided into two sections: "Verify User Information" and "Choose User Name & Password".

Verify User Information:

- Company Id:
- Last Name:
- SSN:
- Zip Code:

Choose User Name & Password:

- User Name:
- Password:
- Confirm Password:

At the bottom of the form are two buttons: "Save" and "Return to Login".

Below the form, there are two bullet points providing password requirements:

- User Name must be 3 to 20 characters long
- Password must be 7 to 20 characters long and must follow 3 of the 4 rules below:
 - 1 or more numbers
 - 1 or more uppercase letters
 - 1 or more lowercase letters
 - 1 or more non-alphanumeric characters

Per above registration account set up section;

Verify User Information:

In the Company ID field put: **B1042**
Fill out the rest with your information

Choose User Name Password Section:

User Name: first initial+last name
Password: follow the password instructions

You will then be directed to the Log In page.

Log in with the Co ID: B1042
User Name and Password you just set up.

Once logged in, Look under the Compensation tab to view your earning statements. Or go to the payroll tab at the top of the page and then click on the payroll history tab. From either location you can view and print copies of your earning statements.

Any troubles registering please contact either Pam Bennett, pbennett@thesca.org or Val Valdivia, vvaldivia@thesca.org