
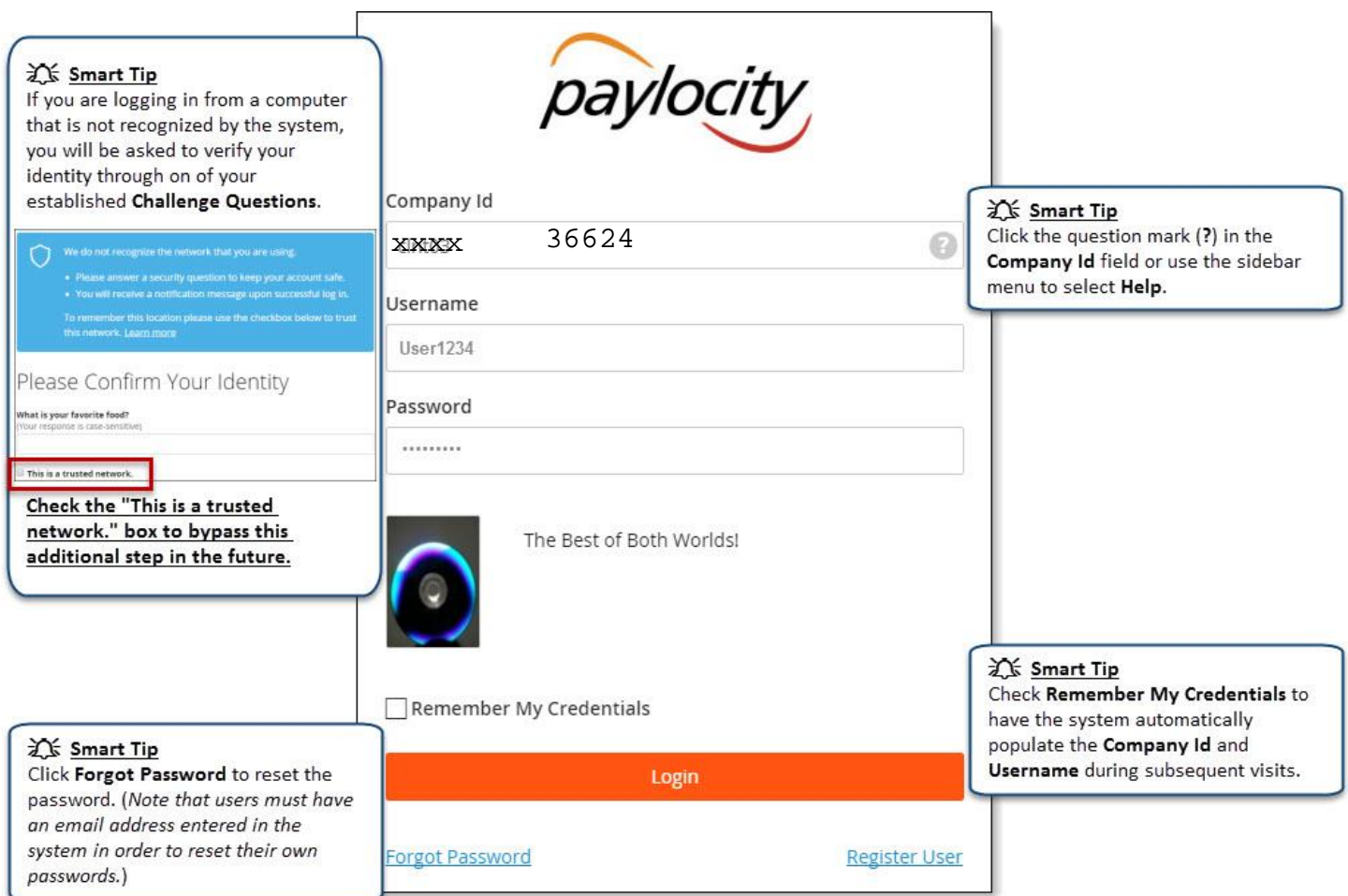


# Web Time Login



- 1 Access Web Time at <https://login.paylocity.com>.
- 2 Enter the Paylocity assigned **Company Id**. 36624
- 3 Enter the **Username** (not case-sensitive).
- 4 Enter the **Password** (case-sensitive and 7 to 20 characters).
- 5 Click **Login** to enter Web Time. \*If Web Time is not the default home page, select Web Time by hovering over  at the top left of the page.



The screenshot shows the Paylocity login interface. At the top is the Paylocity logo. Below it are four input fields: Company Id (with a question mark icon), Username, Password, and a checkbox for "Remember My Credentials". A large orange "Login" button is at the bottom, with "Forgot Password" and "Register User" links below it. A security notification banner is visible on the left side of the login form.

**Smart Tip**  
If you are logging in from a computer that is not recognized by the system, you will be asked to verify your identity through one of your established **Challenge Questions**.

We do not recognize the network that you are using.  
• Please answer a security question to keep your account safe.  
• You will receive a notification message upon successful log in.  
To remember this location please use the checkbox below to trust this network. [Learn more](#)

Please Confirm Your Identity  
What is your favorite food?  
(Your response is case-sensitive)

This is a trusted network.

**Check the "This is a trusted network." box to bypass this additional step in the future.**

**Smart Tip**  
Click the question mark (?) in the **Company Id** field or use the sidebar menu to select **Help**.

**Smart Tip**  
Click **Forgot Password** to reset the password. (Note that users must have an email address entered in the system in order to reset their own passwords.)

**Smart Tip**  
Check **Remember My Credentials** to have the system automatically populate the **Company Id** and **Username** during subsequent visits.

## REMINDERS:

- Click **Register User** to register for the first time.
- In order to maintain confidentiality, employees must contact their Company Administrator with questions. Paylocity is not authorized to speak directly with employees.