

How to set up your Spring Lake Borough Paylocity account

1. Visit: www.paylocity.com
2. On the top right corner click **LOGIN**
3. On the bottom of the login page, below the orange login link, click the [Register User](#) link
4. Use company code **11783** and fill in the rest of your personal information (*do not put dashes in your social security number)
5. Enter a user name.
 - User names are not case sensitive. User names must be 3 to 0 characters in length and may not contain special characters other than a period and underscore.
6. Enter a password
 - Passwords must be 7 to 20 characters in length and must contain 3 of the following 4:
 - 1 or more numbers
 - 1 or more uppercase letters
 - 1 or more lowercase letters
 - 1 or more non-alphanumeric characters
7. Enter the password a second time in the **Confirm Password** field.
8. Click the **NEXT** button.
9. Select a login challenge question from the **Question 1** dropdown.
10. Enter the answer to the log in question in **Answer 1** field.
11. Select a login challenge question from the **Question 2** dropdown.
12. Enter the answer to the log in question in **Answer 2** field.
13. Select a login challenge question from **Question 3** dropdown.

14. Enter the answer to the log in question in **Answer 3** field.

*We suggest you write down these questions and answers and keep in a safe place if needed.

15. Click the **NEXT** button

16. Select an image from the **Select Security Image** drop down. This image will appear on the login screen once the Company ID and User Name are entered.

17. Enter a personal **Security Phrase**. This phrase will appear on the log in screen once the **Company ID** and **User Name** are entered.

18. Click the **NEXT** button.

19. Verify all information is correct and click the **FINISH** button to enter the main screen.

Important Notes:

-In order to maintain confidentiality, employees must contact their Company Administrator with questions. They can be reached at 732-449-0800. Paylocity is not authorized to speak directly with employees.

-Initial self-registration is only available for employee users; it is not available for non-employee users

-Users who establish the challenge questions must select three unique questions and enter three answers. They may not select only one or two questions and they may not repeat a question once used.