

Welcome – you are officially a BroadPather. The following guide will help you register for **Paylocity – BroadPath’s Payroll Management System**.

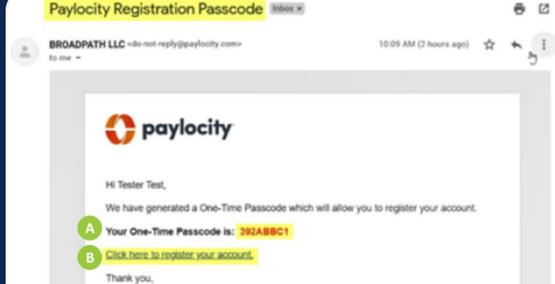
This is where you will go to set up your direct deposit, access important information like paystubs and tax withholdings, and more.

Here are the steps:

1. On your first day of work, **BroadPath Orientation**, you will receive an email that will prompt your **Paylocity** registration. The email will be sent to your personal email address, and you should use a personal device (phone, tablet, or laptop) to access it.

In the email, there will be a **A passcode** that is unique to you and a **B link** to start the registration process.

The subject line of the email will say **Paylocity Registration Passcode** and will be sent from BroadPath LLC.



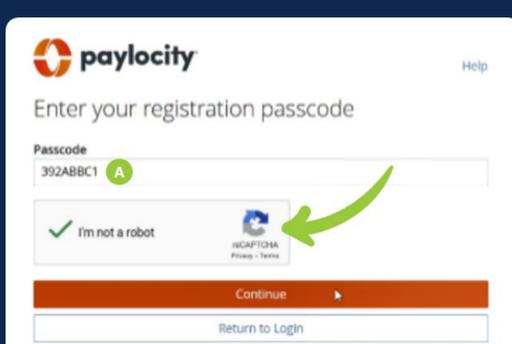
Helpful Hint:

To register for **Paylocity**, you’ll need to use a personal device – not the BroadPath Equipment.

- ★ If you **don’t receive your email**, please check your spam, junk, and/or promotions folders.

2. Once you click the link that says, **B Click here to register your account**, you will be directed to a page where you can register.

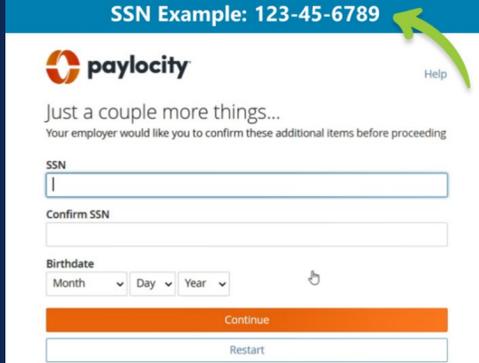
Here, your **A unique code** should be entered in the first field. Click the box that confirms that it’s you behind the screen (reCAPTCHA), and then click **continue**.



3. Next you will be prompted to enter your Social Security Number (SSN) and your birthdate.

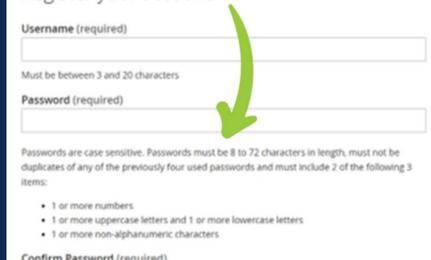
Helpful Hint:

You will need to enter your Social Security Number with dashes for **Paylocity** to recognize the number.



4. Once you have successfully entered in your unique code, SSN, and birthdate, you will be asked to create your **username** and **password**.

Make sure to read **Paylocity’s** username and password requirements that are outlined.

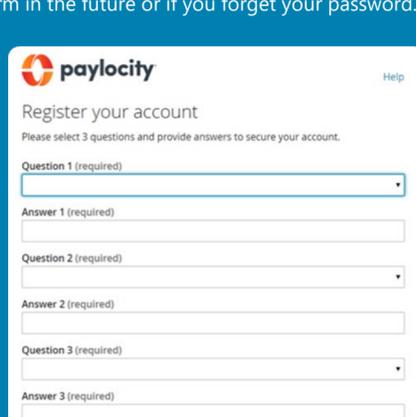


Ensuring Account Security

To finalize your registration, **Paylocity** requires additional information to make sure that your account is secure. You will be asked to **provide a mobile phone number and/or personal email**.



Additionally, you will need to select your **security questions and answers**. This information will be used if you are having trouble logging in to the platform in the future or if you forget your password.



Helpful Hint:

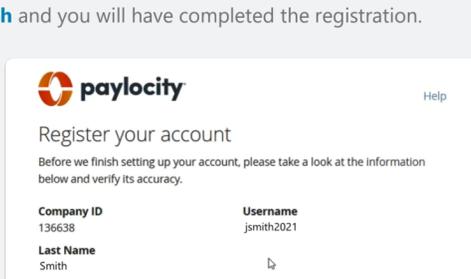
Make sure that you choose memorable questions and answers just in case you need them to log into **Paylocity** in the future.

Successful Registration

If you have successfully registered, you will be directed to a screen that provides you with:

- **BroadPath’s Company ID:** 136638
- **Your Username**
- **Your Last Name**

Click **Finish** and you will have completed the registration.



Helpful Hint:

Make sure you keep your username and password handy. Any time you are working on a BP project, you will use the same Paylocity username and password and will not have to re-register.

The Recap

- You will receive your **Paylocity registration email** with your unique registration code to your personal email. If you do not receive the email, please check your spam, junk, and/or promotions folders.
- You will need to use a **personal device** to register and access **Paylocity**.
- Your SSN will need to be represented with dashes.
★ Example: 123-45-6789
- When you log into **Paylocity** in the future, you’ll need **BroadPath’s Company ID: 136638**.
- Keep your username and password handy - you’ll only need to register for Paylocity one time.

If you have any questions regarding registration or logging into **Paylocity**, please email hr@broad-path.com.