BROADPATH Registering for **paylocity**

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 $^{(3)}$ passcode that is unique to you and a Iink to start the registration process.

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





2. Once you click the link that says, ³ Click here to register your account, you will be directed to a page where you can register.

Here, your 🥝 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**.

🛟 paylocity	r	Help
Enter your regis	tration passcode	
Passcode 392ABBC1	0	
 I'm not a robot 	INCAPICHA Privato - Terris	
	Return to Login	

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.

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Help

SCN Evam		122	A E _	6700	
SSIN EXAIII	pie.	123-	40-	0109	

0	paylocity
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SSIN				
1				
Confirm SS	N			
Birthdate				
			Dm	

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.

Register your account	
Username (required)	
Must be between 3 and 20 characters	
Password (required)	



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.

can	equire a phone number or email to create your account. By providing this information we help with future login difficulties.
Mol	bile Phone
Per	sonal Email
	Continue
Γ	Restart

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.

🛟 paylocity	Help
Register your account	
Please select 3 questions and provide answers to secure your account.	
Question 1 (required)	
	•
Answer 1 (required)	
Question 2 (required)	
Answer 2 (required)	•
Question 3 (required)	
	•
Answer 3 (required)	
Continue	
Restart	

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.

🛟 payloci	ty	Help		
Register your account				
Before we finish setting up your account, please take a look at the information below and verify its accuracy.				
Company ID 136638	Username jsmith2021			
Last Name Smith	¢.			
Finish				
	Restart			

Helpful Hint:

Ê 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.