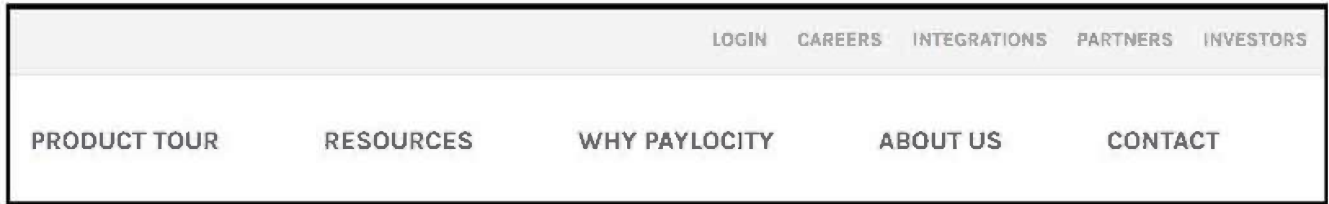


# HOW TO REGISTER AND LOGIN TO VIEW YOUR PAY STATEMENT



## STEP 1

Go to [paylocity.com](https://paylocity.com) and select "Login".



## STEP 2

If you have already registered for an account you may log in now with your credentials. The SIS company ID is "12345".

### STEP 2A

If you do not already have an account, please click "**Register User**". Continue on step 3.



If you need additional help you can also click on the "Need Help?" icon.



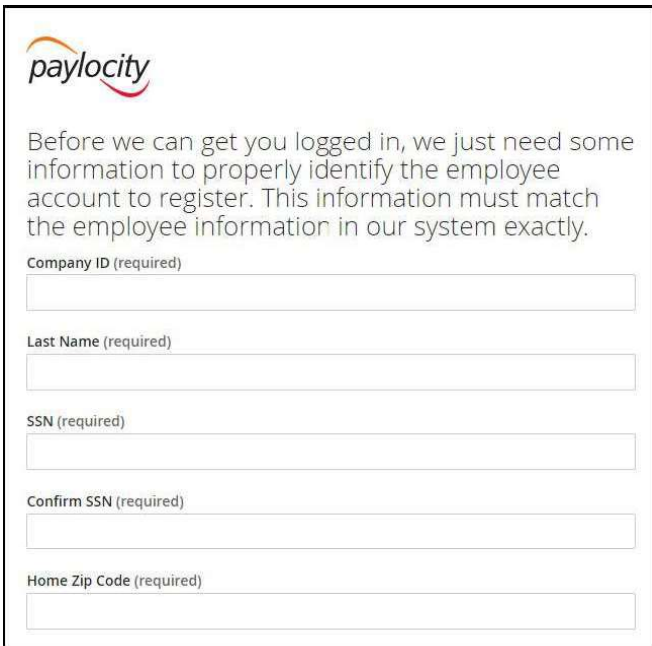
### STEP 2B

If you already have an account but forgot your password, please click "**Forgot?**".

The following steps continue the registration process.

### STEP 3

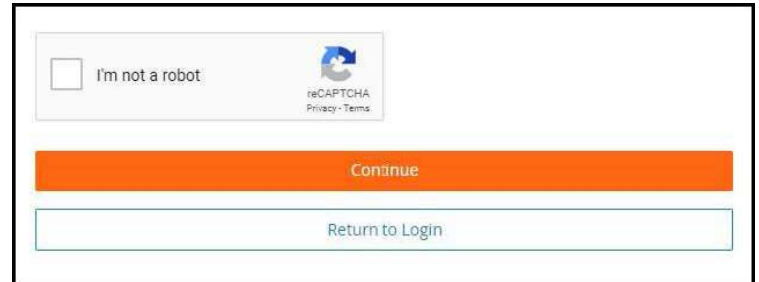
Fill in the requested information to register your account. Our company ID is "12345". Once all the information is filled out, click "Continue". **Do not** press enter/return on your keyboard.



The screenshot shows the Paylocity logo at the top left. Below it is a text block: "Before we can get you logged in, we just need some information to properly identify the employee account to register. This information must match the employee information in our system exactly." Below this text are five input fields, each with a label and "(required)" suffix: "Company ID", "Last Name", "SSN", "Confirm SSN", and "Home Zip Code". Each field is currently empty.

### STEP 4

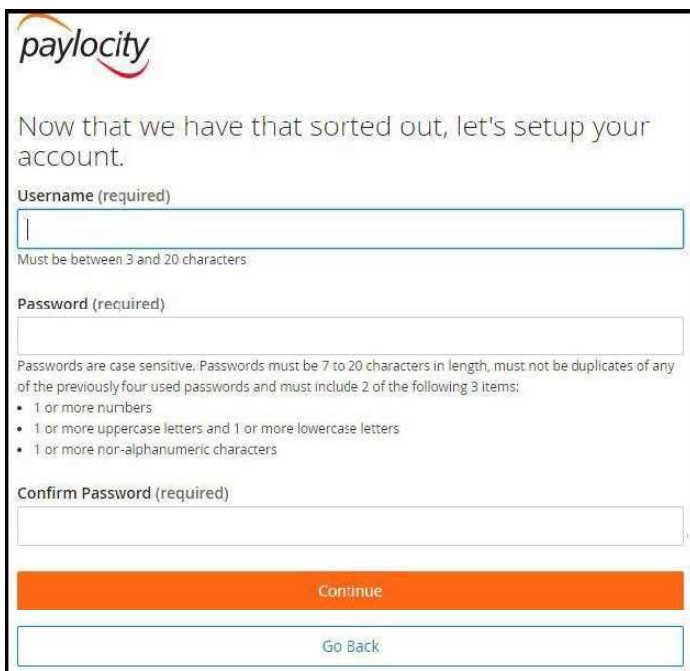
Select the "I'm not a robot" from the image that appears below the text box. Click the "Continue" button. It will be at the bottom of your screen. **Do not** press enter/return on your keyboard.



The screenshot shows a reCAPTCHA verification box. On the left, there is a checkbox labeled "I'm not a robot". To the right of the checkbox is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". Below the checkbox and logo is a large orange button labeled "Continue". At the bottom of the box is a light blue button labeled "Return to Login". A red arrow points from the Step 3 form to this screenshot.

### STEP 5

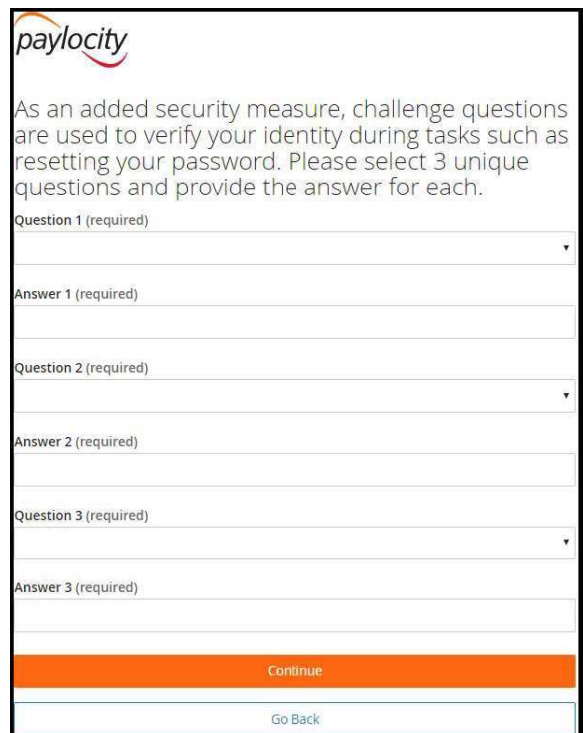
Follow the directions and password requirements to choose your own username and password. Once all the information is filled out, click "Continue".



The screenshot shows the Paylocity logo at the top left. Below it is a text block: "Now that we have that sorted out, let's setup your account." Below this text are three input fields: "Username", "Password", and "Confirm Password", each with a label and "(required)" suffix. Below the Username field is a note: "Must be between 3 and 20 characters". Below the Password field is a note: "Passwords are case sensitive. Passwords must be 7 to 20 characters in length, must not be duplicates of any of the previously four used passwords and must include 2 of the following 3 items;". Below this note is a bulleted list of requirements: "1 or more numbers", "1 or more uppercase letters and 1 or more lowercase letters", and "1 or more non-alphanumeric characters". At the bottom of the form are two buttons: a large orange "Continue" button and a light blue "Go Back" button. A red arrow points from this form to the Step 6 form.

### STEP 6

Follow the directions assign your security questions and answers. Once all the information is filled out, click "Continue".



The screenshot shows the Paylocity logo at the top left. Below it is a text block: "As an added security measure, challenge questions are used to verify your identity during tasks such as resetting your password. Please select 3 unique questions and provide the answer for each." Below this text are three sets of questions and answers. Each set consists of a "Question" field (with a dropdown arrow) and an "Answer" field. The questions are labeled "Question 1", "Question 2", and "Question 3", and the answers are labeled "Answer 1", "Answer 2", and "Answer 3". At the bottom of the form are two buttons: a large orange "Continue" button and a light blue "Go Back" button. A red arrow points from the Step 5 form to this screenshot, and another red arrow points from the right side of the screenshot towards the right edge of the page.

## STEP 7

Review your information for accuracy on this page. If anything is incorrect, click "Go Back" and correct the information. If all information displayed is correct, click "Finish". **Be patient after clicking "Finish", clicking "Finish" twice may cause errors.**

paylocity

Before we finish setting up your account, please take a look at the information below and verify its accuracy.

**Company ID**  
12345

**Username**  
testtester

**Last Name**  
Tester

**Challenge Questions**

**Question 1:** On what street did you grow up?  
**Answer 1:** Bristol

**Question 2:** What is your favorite comic strip?  
**Answer 2:** Antman

**Question 3:** Where was your first wedding reception?  
**Answer 3:** Culver City

Finish

Go Back

## STEP 8

Success! You will be taken to your login page if your registration process is successful.

paylocity

# Welcome

✔ You have successfully registered.

**Company ID** ⓘ  
12345 [Need Help?](#)

**Username** [Need Help?](#)

**Password** [Forgot?](#)

Remember My Username

Login

Register User

You may receive the following error if your username is already taken. If that is the case, click "Previous" until you reach the page (step 5) where you choose your username and re-do that step.

*The information provided does not match any unregistered users of our system.  
If you believe you have made an error, please try again. Or contact your System Administrator for assistance.*

This will be your dashboard/first page you will see every time you log in.

SECURITY INDUSTRY SPECIALISTS INC [12345]

paylocity

Web Pay Home Employees HR Payroll Notifications

web pay Home

### News

Latest News Direct Deposits  
May 22, 2016

Latest News Pay Stubs  
May 19, 2016

### Pay

Only pay stubs dated 10/1/2015 and after are in Paylocity. If you need any pay stubs prior to 10/1/2015 please reach out to the payroll, payroll@sis.us.

Date	Check #	Net Amount	Dir Dep
02/10/2016	1004922	hidden	<input checked="" type="checkbox"/>
01/25/2016	1004922	hidden	<input type="checkbox"/>
09/27/2015	99	hidden	<input type="checkbox"/>
06/30/2015	99	hidden	<input type="checkbox"/>

More...

### Application