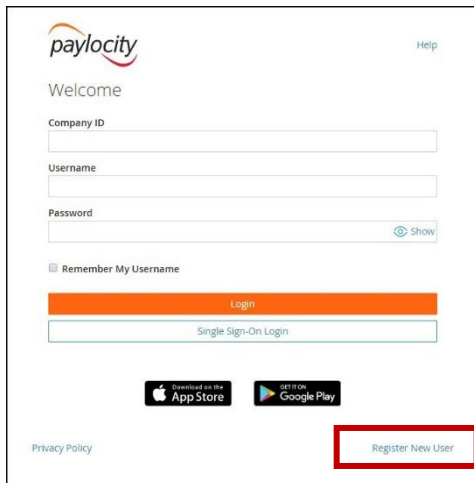


Paylocity Login & New User Registration Instructions

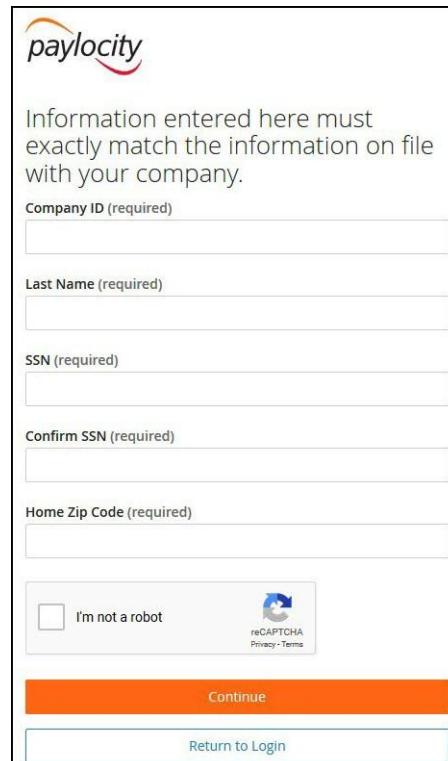
1. Access HR & Payroll at <https://login.paylocity.com>
 - If you are already registered, enter your Company ID, Username and Password.
 - Click Login.
 - To Register for your Paylocity account, please follow the steps below.

2. Select Register User on the lower right side of the screen (Outlined in red below.)



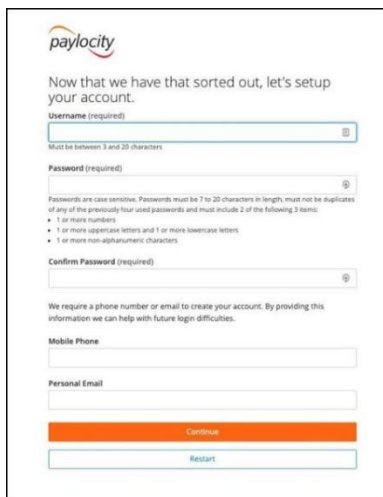
Company ID	Store Locations
94331	OH Wendy's 101 - 110
94338	OH Wendy's 201 - 213
94339	WV Wendy's 401 - 422
94337	KY Wendy's 501 - 506
131527	NC Wendy's 601 - 625
94332	OH BWW 601 - 603
94333	KY BWW 701
94335	KY BWW 801
94336	Schmidt Maintenance/Landscape
94334	Corp Office

3. Enter the Paylocity Company ID for your work location.
4. Enter Last Name.
5. Enter a valid, nine-digit Social Security Number (SSN).
6. Re-enter the valid SSN in the Confirm SSN field.
7. Enter the Home Zip Code.
8. Click the "I'm not a Robot" Box.
9. Select Continue.



Paylocity Login & New User Registration Instructions

10. Enter the Username (not case-sensitive) and Password (case-sensitive) to use when accessing this account, taking into consideration the specific requirements noted for each field.
11. Enter the password a second time in **Confirm Password** field.
12. Provide a personal email address or a mobile phone number.
 - o If you do not provide a personal email address or mobile phone number, an error message will display.
 - o You cannot proceed until providing one of the two required pieces of contact information.



paylocity

Now that we have that sorted out, let's setup your account.

Username (required)

Must be between 3 and 20 characters

Password (required)

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:

- 1 or more numbers
- 1 or more uppercase letters and 1 or more lowercase letters
- 1 or more non-alphanumeric characters

Confirm Password (required)

We require a phone number or email to create your account. By providing this information we can help with future login difficulties.

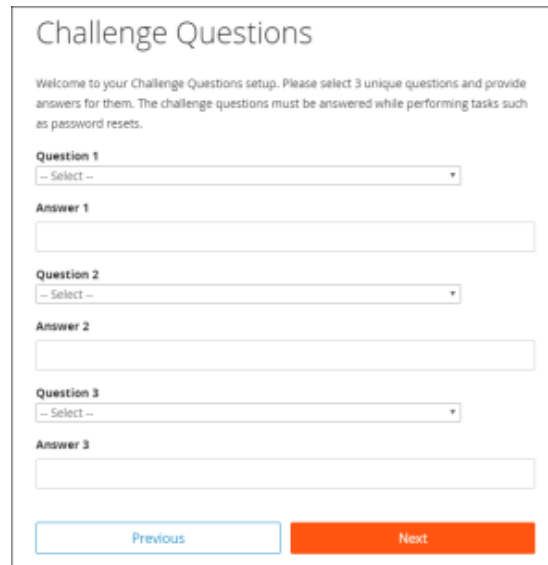
Mobile Phone

Personal Email

Continue

Restart

13. Select login Challenge Questions from the Question 1, Question 2, and Question 3 dropdown menus.
14. Enter a corresponding answer for each question (80-character limit).
15. Select Next then Finish.



Challenge Questions

Welcome to your Challenge Questions setup. Please select 3 unique questions and provide answers for them. The challenge questions must be answered while performing tasks such as password resets.

Question 1

-- Select --

Answer 1

Question 2

-- Select --

Answer 2

Question 3

-- Select --

Answer 3

Previous

Next