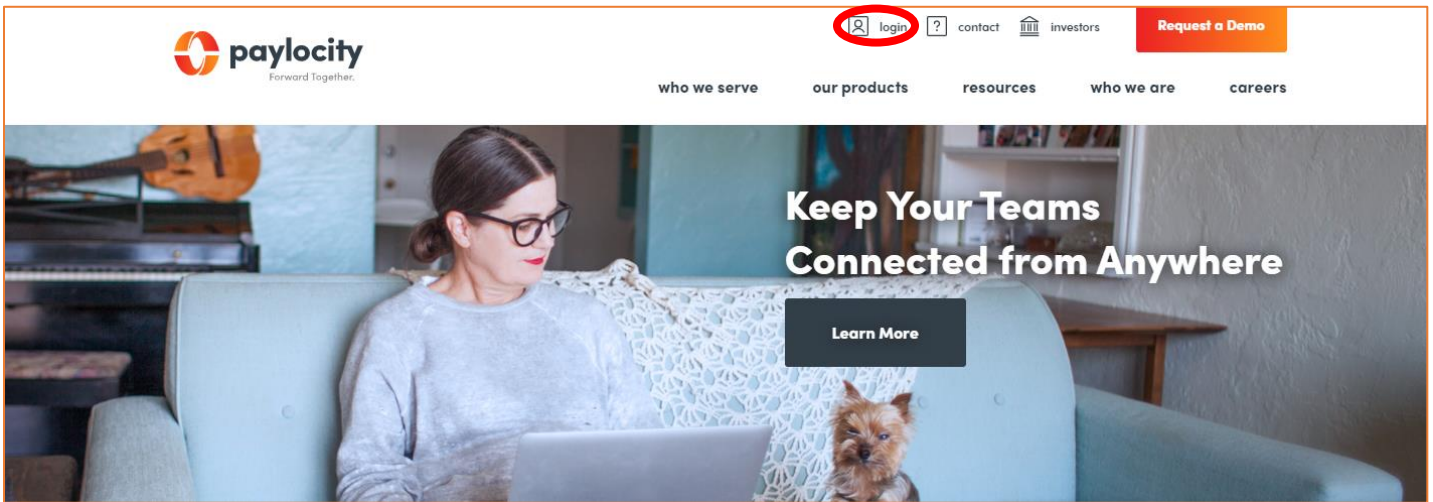
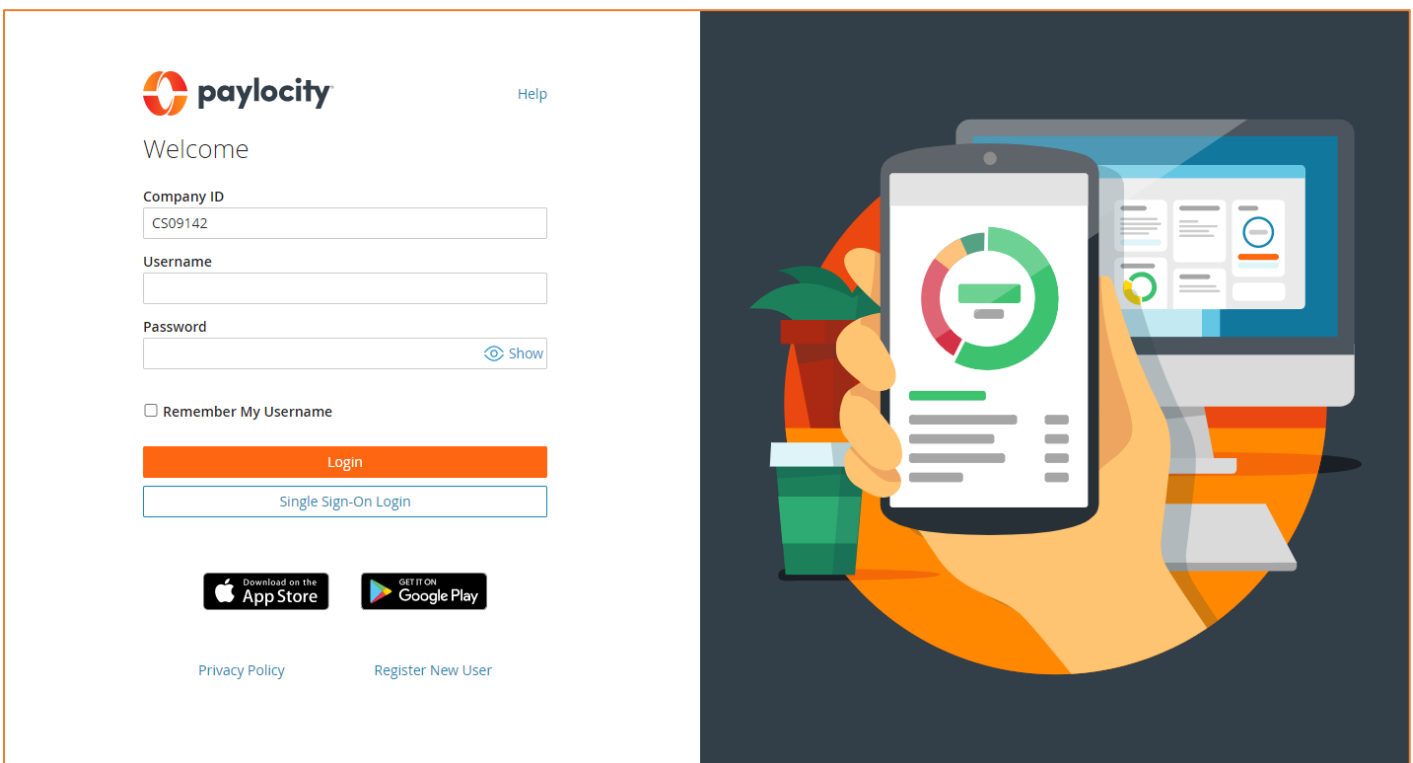


## Logging in to Paylocity

1. Access Paylocity at <https://www.paylocity.com/>.
2. Click **login** in the upper right-hand corner of the screen.



3. Enter the Paylocity-assigned **Company ID** (cs09142). Company ID is not case-sensitive.
4. Enter the **Username**. Username is not case-sensitive.
5. Enter the **Password**. Password is case-sensitive and must be 7 to 20 characters.
6. Select **Login**.



Note: You will be prompted to change your password the first time you log in.