**Paylocity Help Guide**

You will need our company ID with Paylocity—**98513—to** complete your registration.

  Please register for Paylocity at [https://access.paylocity.com](https://access.paylocity.com/).

Once you have successfully logged in, your home page is the Self-Service Portal. Please review the information entered in the system for accuracy and update as needed.

On the **Hi!** tile, click on the **View Employee Profile** button:

**Details** section:

* First and Last Name
* Social Security Number
* Marital Status
* Date of Birth
* Ethnicity
* Sex

**Contact** section:

* Phone Number(s)
* Address
* Email Address
* Emergency Contact

Once completed, click **Return to Portal**.