

Paylocity Web Pay Self-Service Portal

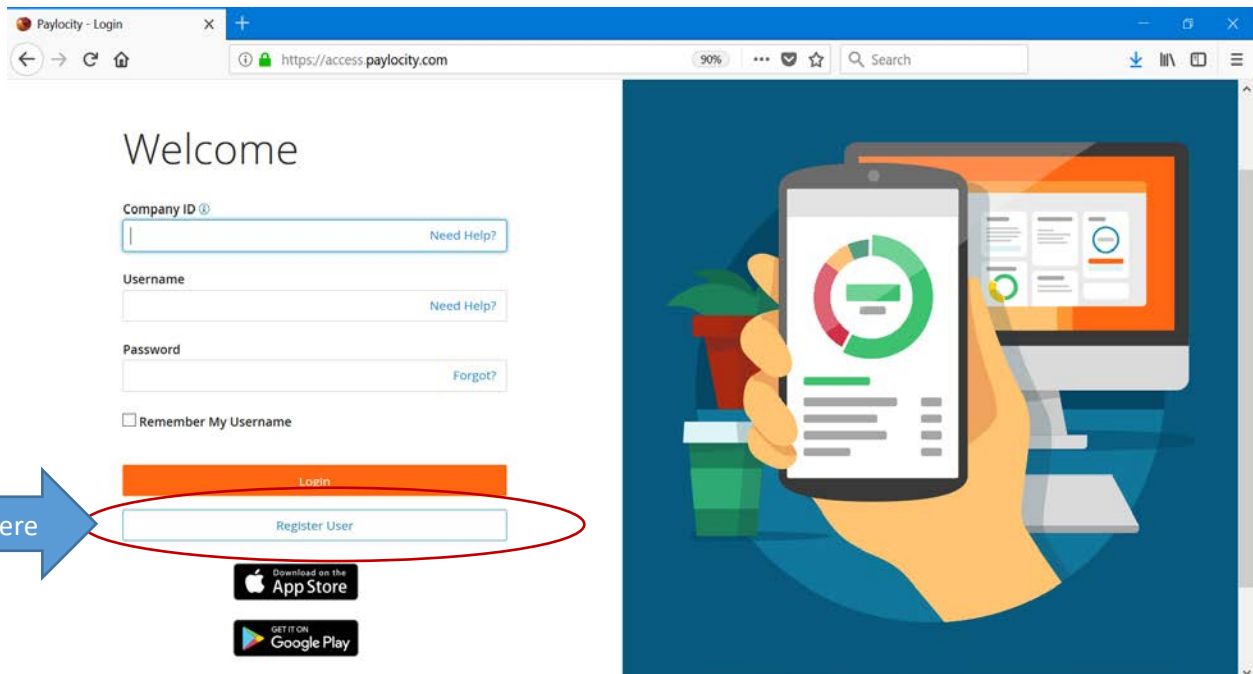
Registration Instructions

RSCD's new payroll system provides retirees with a self-service portal called Web Pay which allows retirees to make changes to the following items without the need to call RSCD:

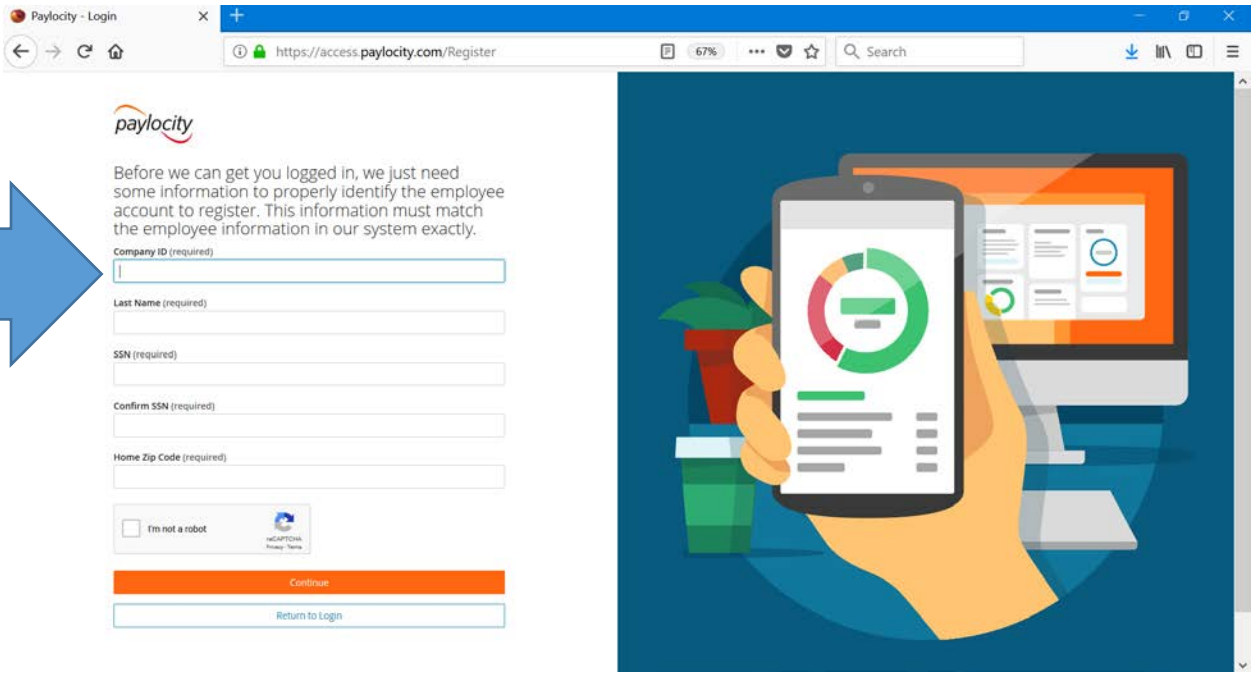
- Update your mailing address
- Change your direct deposit
- Change your tax withholdings
- View and print current and previous paystubs
- View and print current and historical 1099's

To enroll:

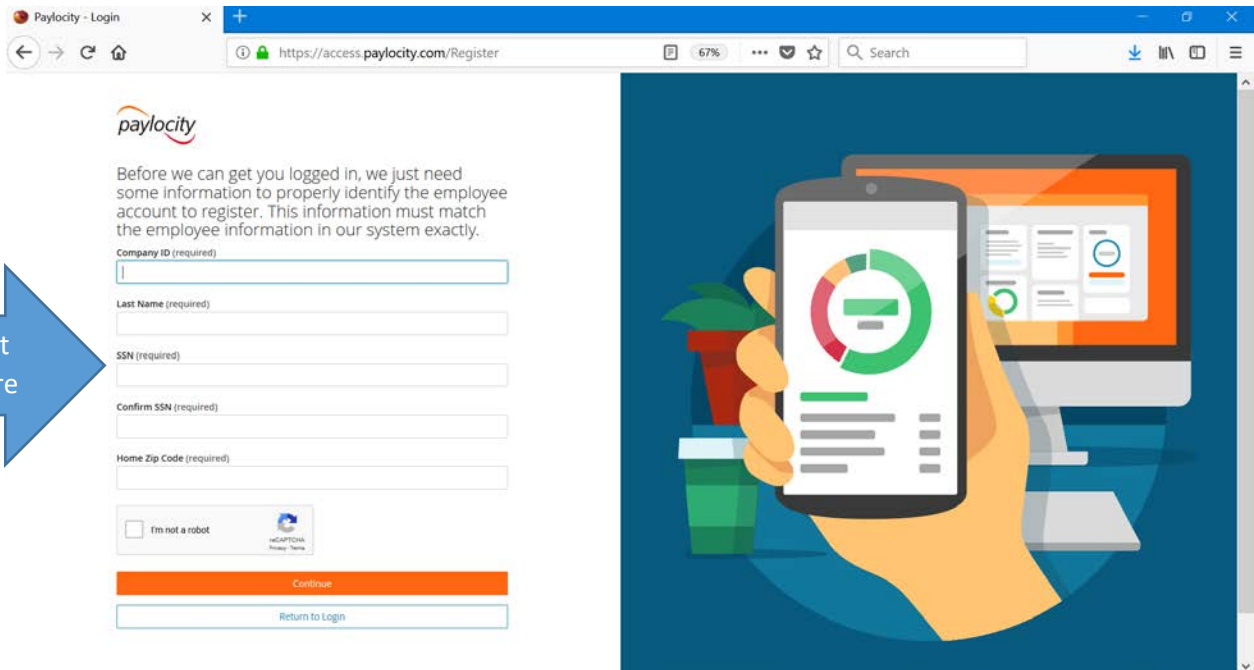
- 1) Access Paylocity's Web Pay at <https://access.paylocity.com/>
- 2) Select Register User



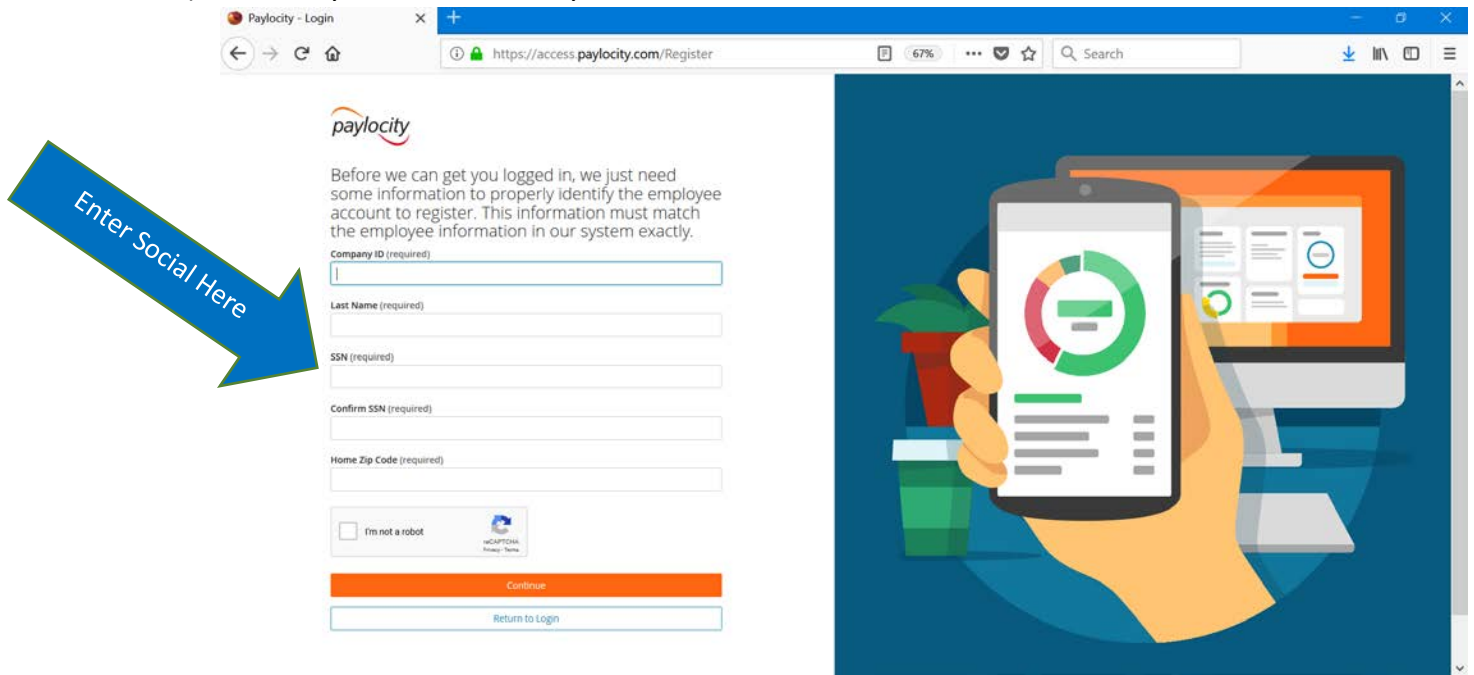
3) Enter in the company ID which is either **45126** for General Retiree's or **45127** for Police and Fire Retiree's



4) Enter in your last name as it appears on your monthly pension check



5) Enter in your Social Security Number



The screenshot shows a web browser window with the URL <https://access.paylocity.com/Register>. The page features the Paylocity logo and a registration form. A blue arrow labeled "Enter Social Here" points to the "SSN (required)" field. The form includes fields for Company ID, Last Name, SSN, Confirm SSN, and Home Zip Code. There is also a CAPTCHA checkbox labeled "I'm not a robot" and two buttons: "Continue" and "Return to Login".

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.

Company ID (required)

Last Name (required)

SSN (required)

Confirm SSN (required)

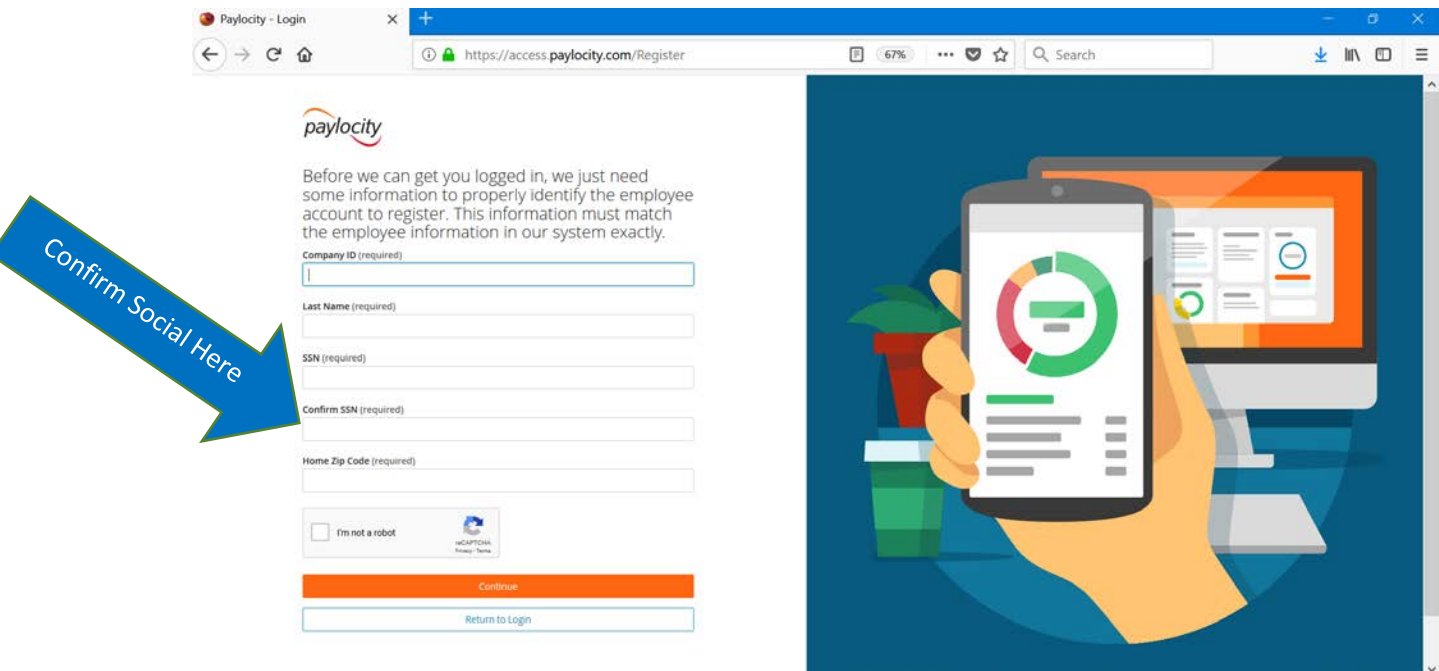
Home Zip Code (required)

I'm not a robot

Continue

Return to Login

6) Confirm your Social Security Number



This screenshot is identical to the one above, showing the registration form. A blue arrow labeled "Confirm Social Here" points to the "Confirm SSN (required)" field.

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.

Company ID (required)

Last Name (required)

SSN (required)

Confirm SSN (required)

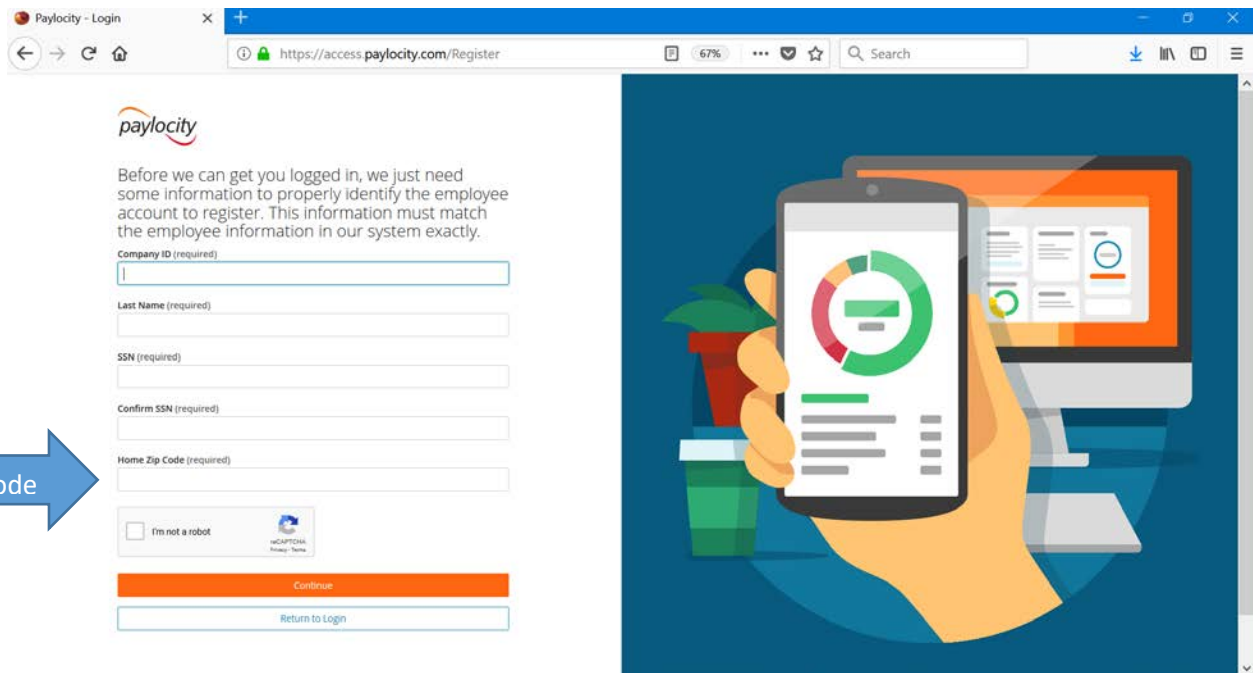
Home Zip Code (required)

I'm not a robot

Continue

Return to Login

7) Enter in your zip code



Paylocity - Login

https://access.paylocity.com/Register

67%

Search

paylocity

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.

Company ID (required)

Last Name (required)

SSN (required)

Confirm SSN (required)

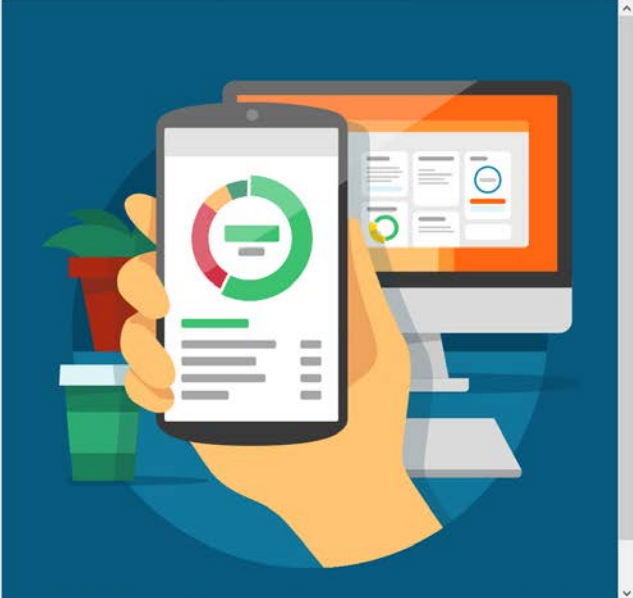
Home Zip Code (required)

I'm not a robot

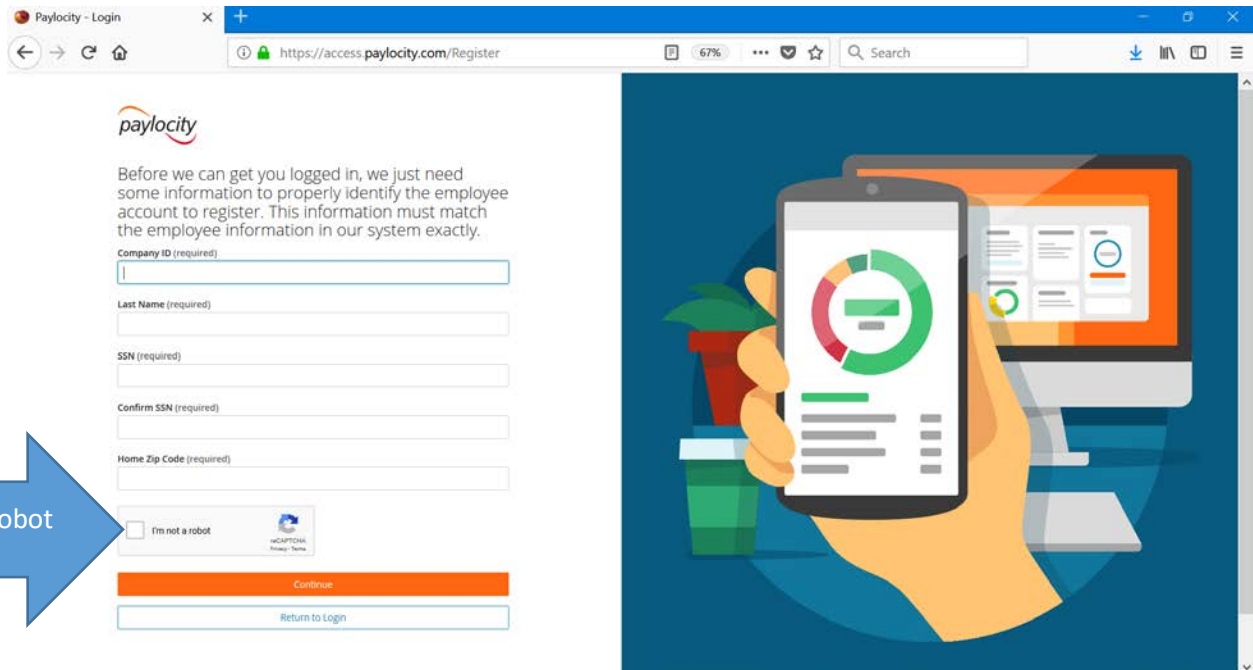
Continue

Return to Login

Enter Zipcode



8) Select I am not a robot and answer the question



Paylocity - Login

https://access.paylocity.com/Register

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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.

Company ID (required)

Last Name (required)

SSN (required)

Confirm SSN (required)

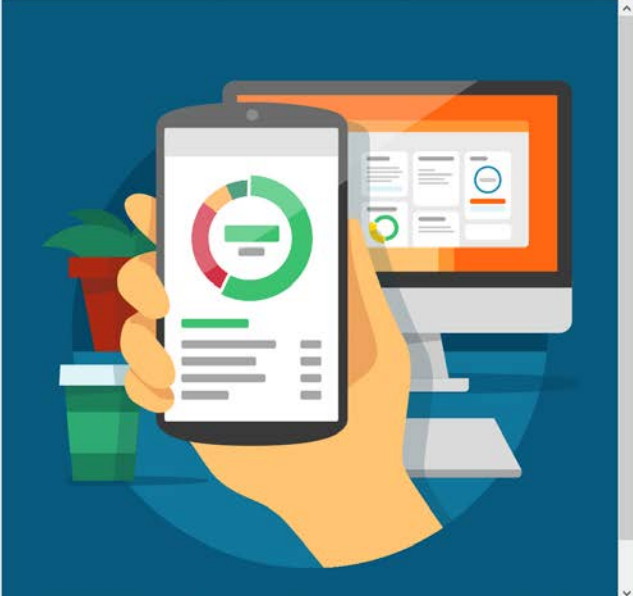
Home Zip Code (required)

I'm not a robot

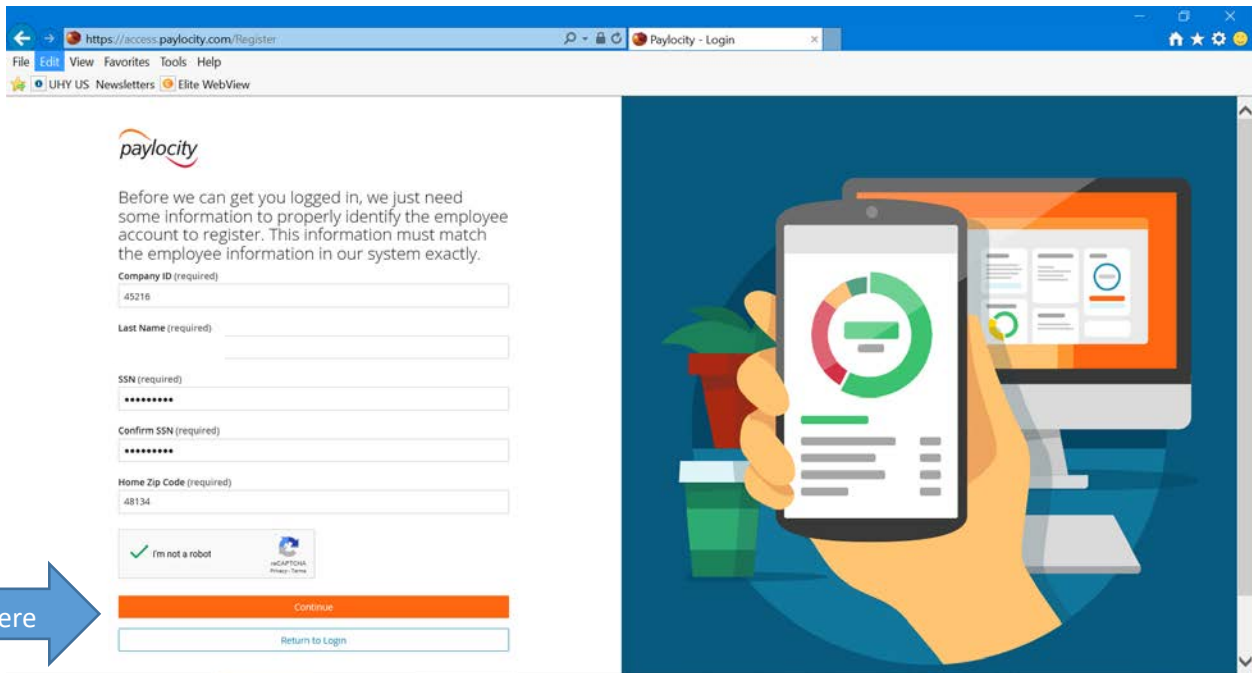
Continue

Return to Login

I am not a robot



9) Click continue



https://access.paylocity.com/Register

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File Edit View Favorites Tools Help

UHY US Newsletters Elite WebView

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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.


Company ID (required)
45216

Last Name (required)

SSN (required)

Confirm SSN (required)

Home Zip Code (required)
48134

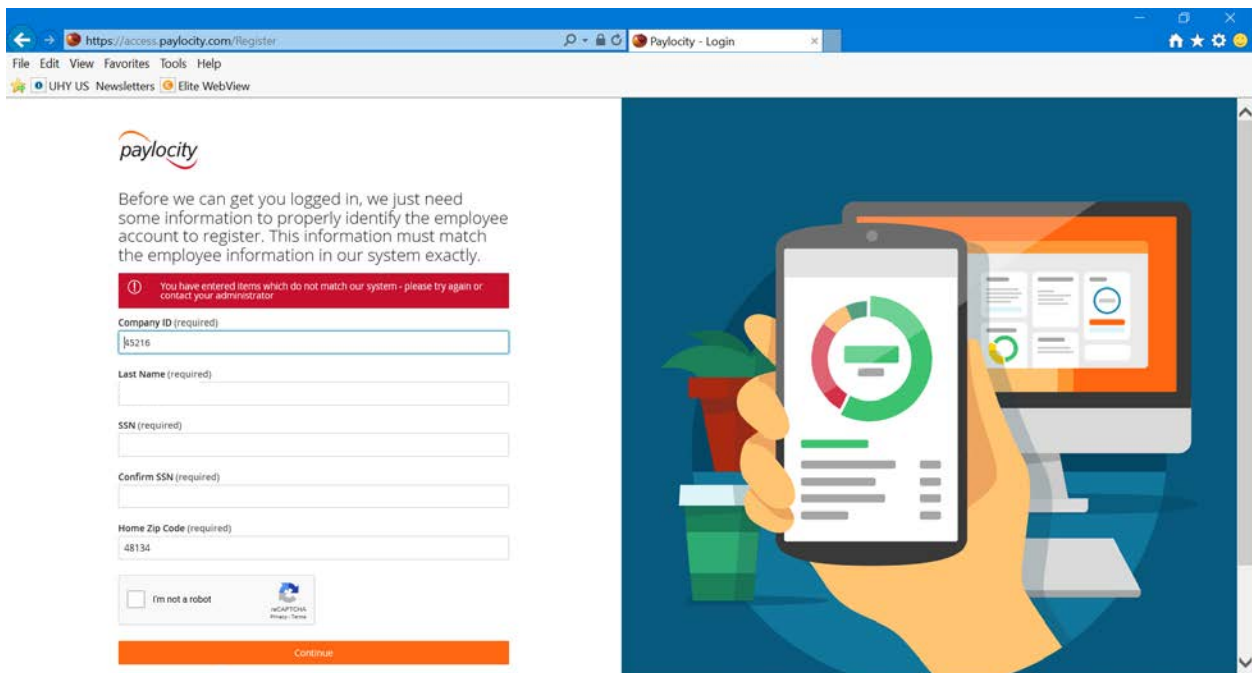
I'm not a robot 

[Continue](#)

[Return to Login](#)

Continue here

If your information is entered in incorrectly you will receive the following message and will need to correct the issue listed



https://access.paylocity.com/Register

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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.

ⓘ You have entered items which do not match our system - please try again or contact your administrator


Company ID (required)
45216

Last Name (required)

SSN (required)

Confirm SSN (required)

Home Zip Code (required)
48134

I'm not a robot 

[Continue](#)

10) Once your information is verified and authenticated, you will be prompted to create your user account

The screenshot shows the Paylocity account creation interface. At the top left is the Paylocity logo. Below it is the heading "Now that we have that sorted out, let's setup your account." The form contains three input fields: "Username (required)", "Password (required)", and "Confirm Password (required)". The "Continue" button is highlighted in orange, and the "Go Back" button is a standard white button with a blue border. At the bottom, there are links for "Privacy Policy", "Supported Browsers", and "Help".

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)

Continue

Go Back

[Privacy Policy](#) | [Supported Browsers](#) | [Help](#)

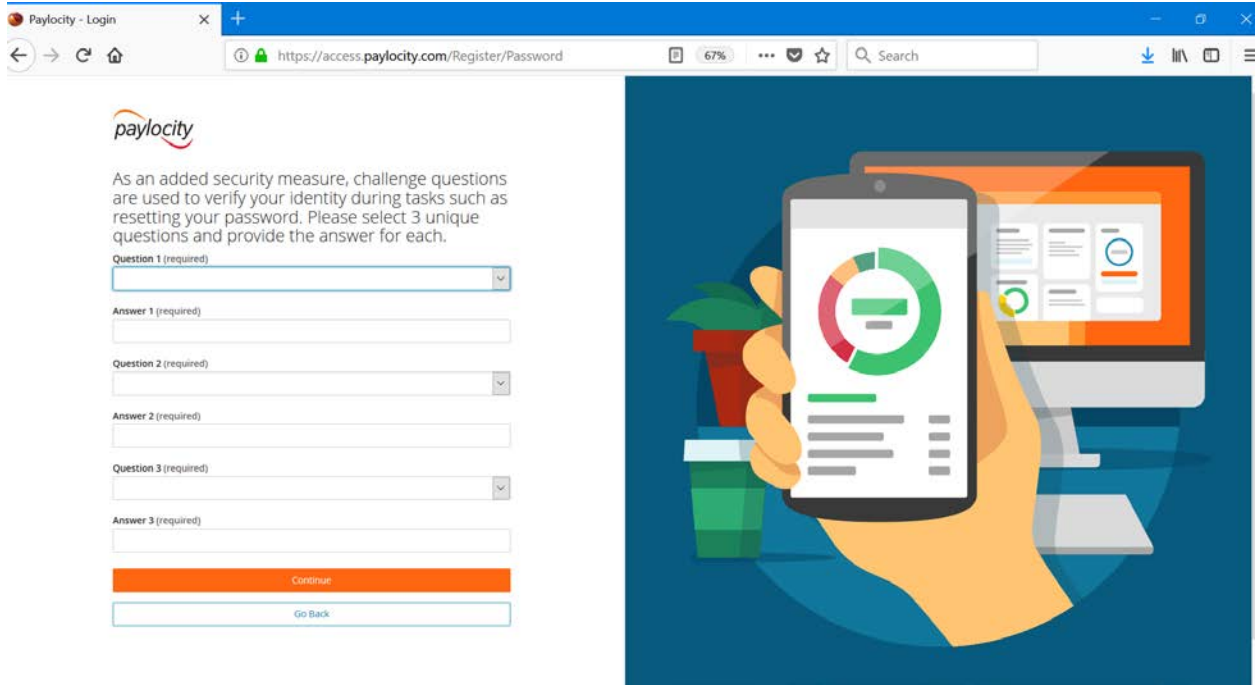
Enter a unique user name here.

Confirm password here

Enter password here

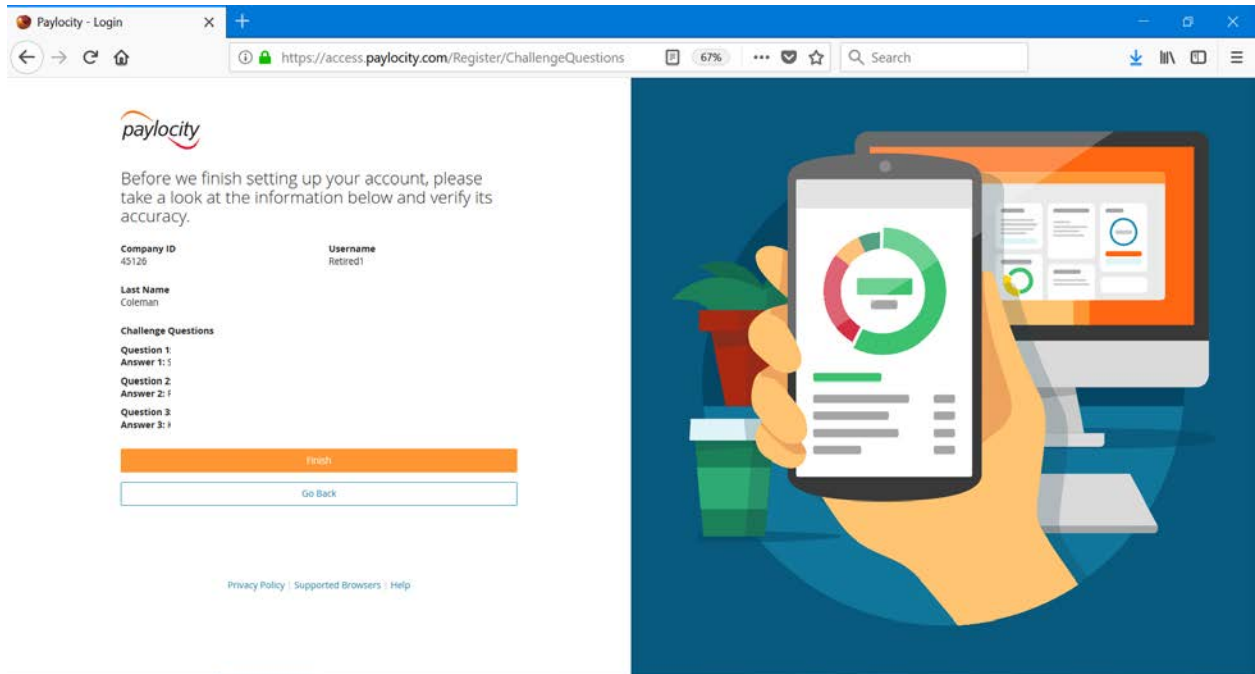
Click here to continue

11) Once you are successfully registered you will need to answer challenge questions to prevent others from accessing your system without authorization.





The screenshot shows a web browser window with the URL <https://access.paylocity.com/Register/Password>. The page features the Paylocity logo and a message: "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 message are three sets of dropdown menus for selecting questions and corresponding text input fields for answers. At the bottom of the form are two buttons: "Continue" (highlighted in orange) and "Go Back". To the right of the form is a large illustration of a hand holding a smartphone displaying a dashboard with a pie chart and a bar chart, with a laptop and a coffee cup in the background.

12) Select continue to confirm your answers





The screenshot shows a web browser window with the URL <https://access.paylocity.com/Register/ChallengeQuestions>. The page features the Paylocity logo and a message: "Before we finish setting up your account, please take a look at the information below and verify its accuracy." Below this message, the user's account information is displayed: Company ID (45126), Username (Retired1), and Last Name (Coleman). Under the heading "Challenge Questions", the user's selected questions and answers are listed: Question 1, Answer 1: 1; Question 2, Answer 2: 1; Question 3, Answer 3: 1. At the bottom of the form are two buttons: "Finish" (highlighted in orange) and "Go Back". At the very bottom of the page, there are links for "Privacy Policy", "Supported Browsers", and "Help". To the right of the form is the same large illustration of a hand holding a smartphone displaying a dashboard, with a laptop and a coffee cup in the background.

Once logged into the Web Pay Self Service Portal you will be directed to the main dashboard

General Retirement System Of The City Of Detroit [45126]   Help

Web Pay Home Employees HR Payroll Notifications


 Home

Hi, Charles! 


Click on View Employee Profile to update your contact information

Tasks To Complete


[View Employee Profile](#) [More...](#)


Pay 

Click on more: - To add or update your direct deposit information - Update your mailing address

Date	Check #	Net Amount 	Dir Dep
06/01/2018	1015249505	\$990.52	
05/01/2018	0	\$1,700.76	

[More...](#)

Application 

News 

Click here to update your contact information

Click here to update your Direct Deposit Information