To create your Web Pay Self Service account, please follow the instructions below:

Employee user guides for Paylocity - Web Pay Self-Service Portal:

Paylocity has various manuals located on their website which you will be able to view at any time.

https://docs.paylocity.com/Employees/index.htm "Quick Guides"⟶ "Web Pay" will enable you to have visual instructions as well as step by step directions below:

Web Pay Registration:
1. Access the login page at https://access.paylocity.com/.
2. Click **Register User**.
3. Enter the Paylocity assigned Company ID (located below).

- **Student Employment – Company ID - 40982**

4. Enter your Last Name.
5. Enter your nine-digit Social Security Number (**SSN**) in the **SSN** and **Confirm SSN** fields.
6. Enter your **Home Zip Code**.
7. Click into the box next to **I'm not a robot** and click **Continue**.
    - If prompted to further confirm you as a user after checking the box, complete the verification steps and click **Verify**.
8. Enter the **Username** as your Pratt ONEKEY.
    - If you do not know your Pratt ONEKEY please email the service desk your name and Pratt ID number to services@pratt.edu to obtain for future use.
9. Then enter your **Password** (case-sensitive with Paylocity system requirements) into the **Password** and **Confirm Password** fields. Click **Continue**.
    - You will assign your own password, please note that this can be different from your Pratt ONEKEY password.
10. Select challenge questions from the **Question (1, 2, and 3)** drop downs, provide the answers, and click **Continue**.
11. Review all the populated information and click Finish to create your user account.

Pratt Paylocity administrators will have the ability to reset passwords if required.

If for any reason your personnel records need to be updated, please refer to the Pratt Intranet Forms Library at https://www.pratt.edu/intranet/intranet-human-resources/intranet-forms-library/ and complete the appropriate forms to update your information.

We thank you in advance for your cooperation!