How to create an account for the Self Service Employee Portal

- Go to https://login.paylocity.com

- Click "register new user account".

- Enter the text displayed in the image and click "next".

- Enter Company ID found below (this would be the company you are paid from).

- Enter Last Name and Social Security Number.

- Enter Social Security Number again to confirm.

- Enter home zip code. Click "next".

- Select User Name (follow guidelines on the left hand side of screen).

- Select Password (follow guidelines on the left hand side of screen). Click "next".

- Select Challenge Questions and answer. Click "next"

- Select a security image and phrase (**THIS IS OPTIONAL**). Click "next".

- Verify information is correct and Click "finish".

COMPANY ID's:

West Coast Sand & Gravel=B0874

Resource/MSU=B0878

WC Logistics=B0876

West Coast Aggregate=B0875

WCMNGT=B0877