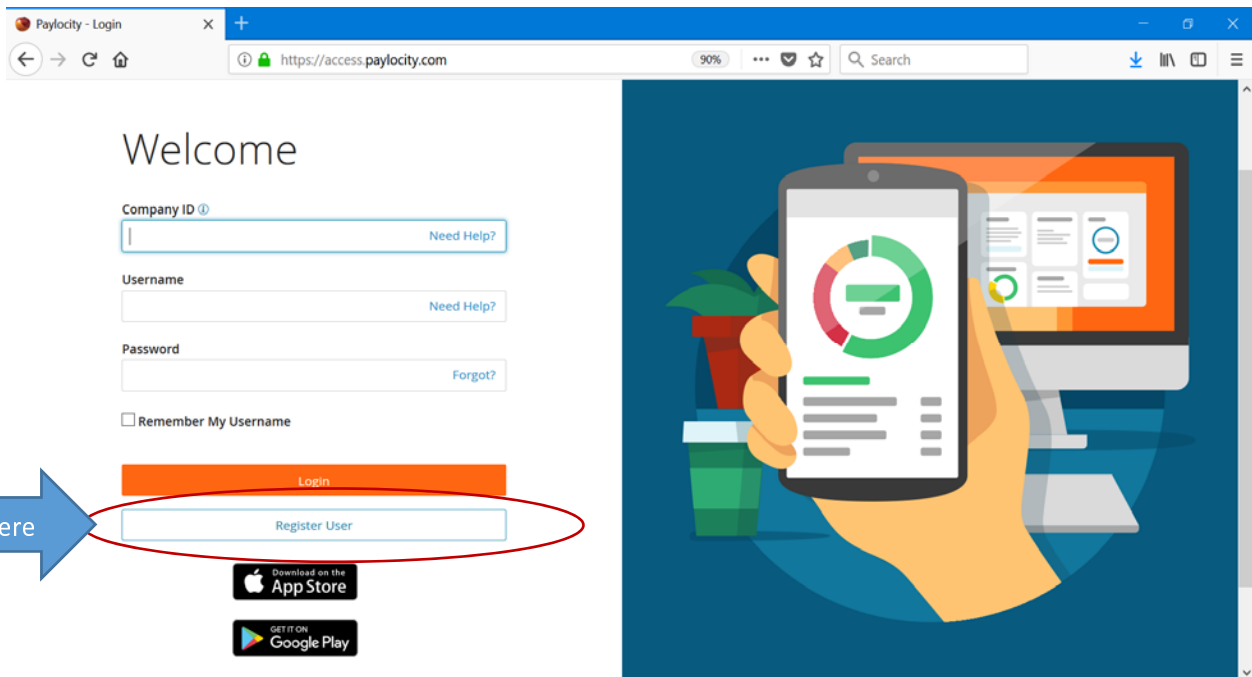


RSCD's new payroll system provides retiree's with a self-service portal called Web Pay which allows retirees to make changes to the following items without the need to call RSCD:

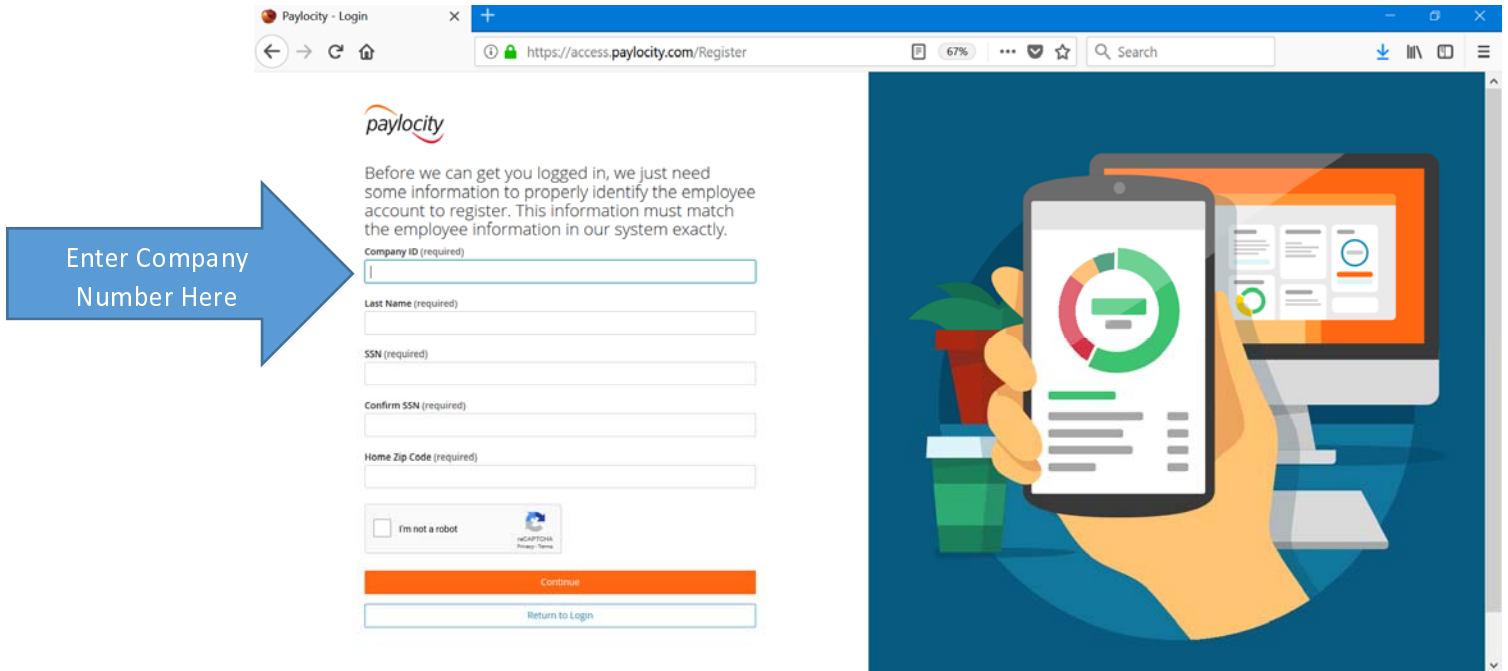
- Update your mailing address
- Change your direct deposit
- View and print current and previous paystubs
- View and print current and historical 1099's

To enroll:

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

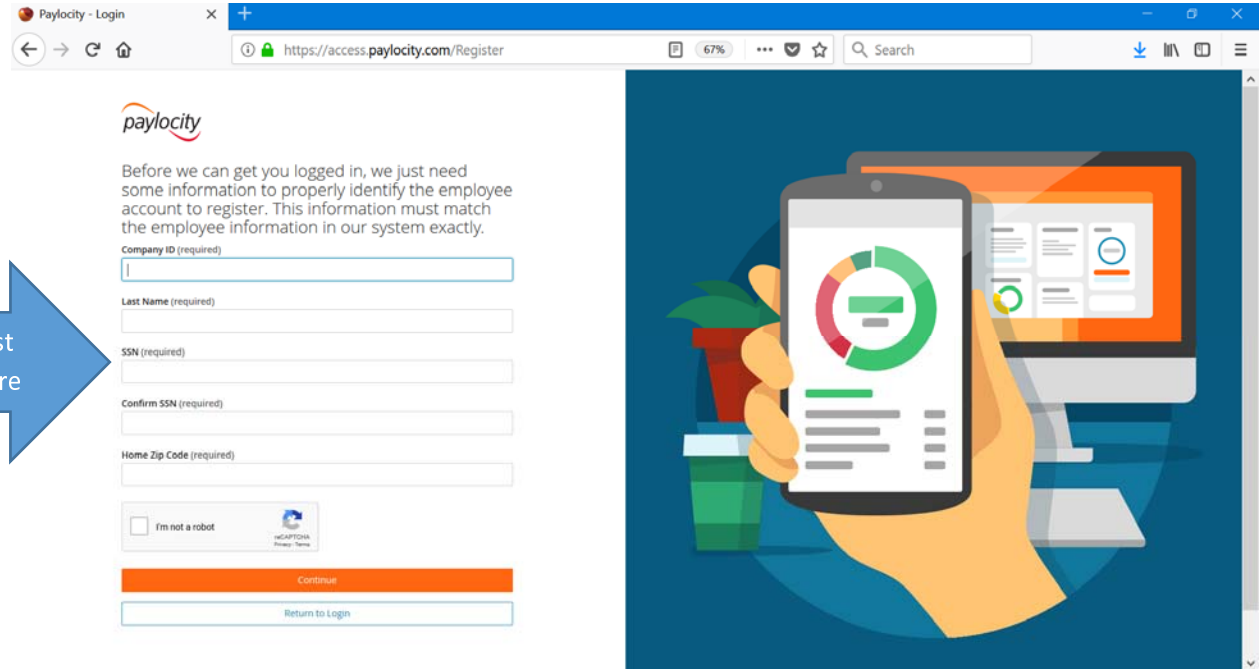


- 3) Enter in the company ID which is either **45126** for General Retiree's or **45127** for Police and Fire Retiree's



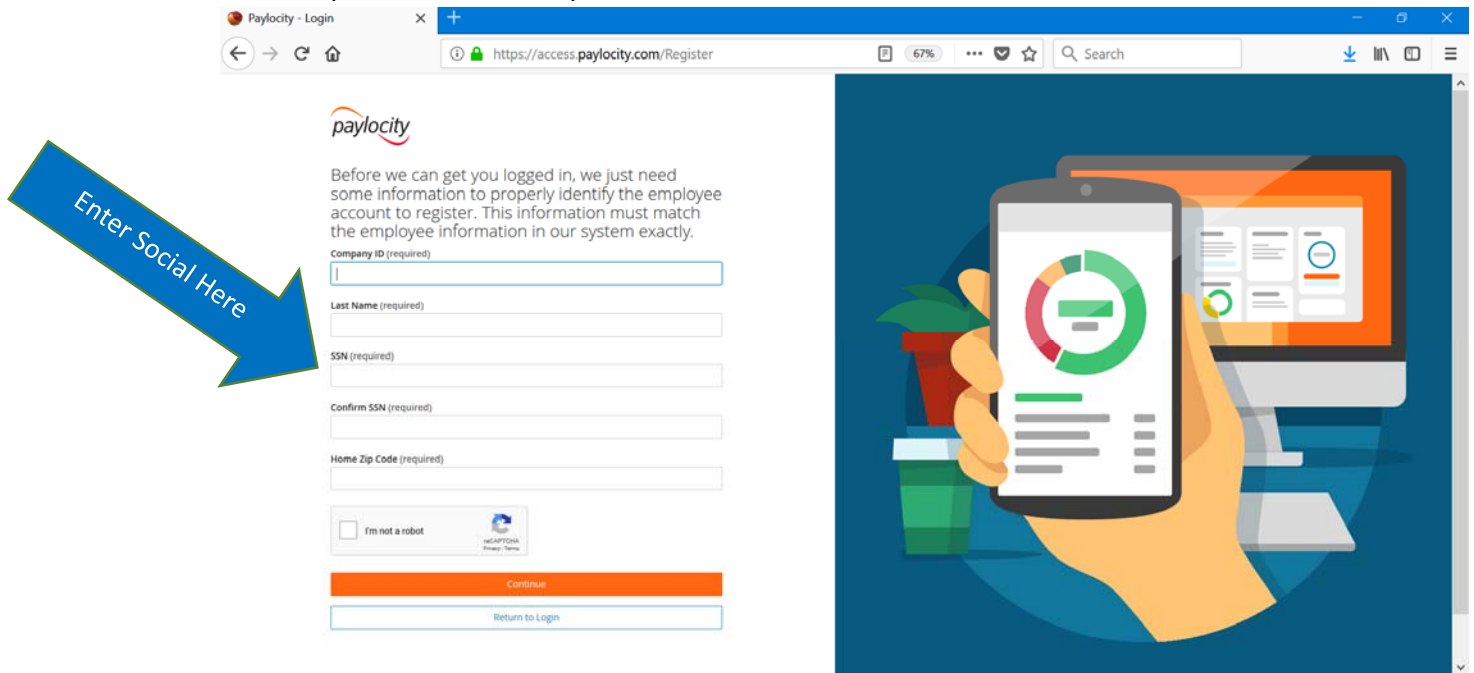
The screenshot shows a web browser window at the URL <https://access.paylocity.com/Register>. The page features the Paylocity logo and a registration form. A blue arrow on the left points to the 'Company ID (required)' field, with the text 'Enter Company Number Here' inside it. The form includes fields for Last Name, SSN, Confirm SSN, and Home Zip Code, along with a CAPTCHA and 'Continue' and 'Return to Login' buttons. An illustration on the right shows a hand holding a smartphone displaying a dashboard, with a laptop and a coffee cup in the background.

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



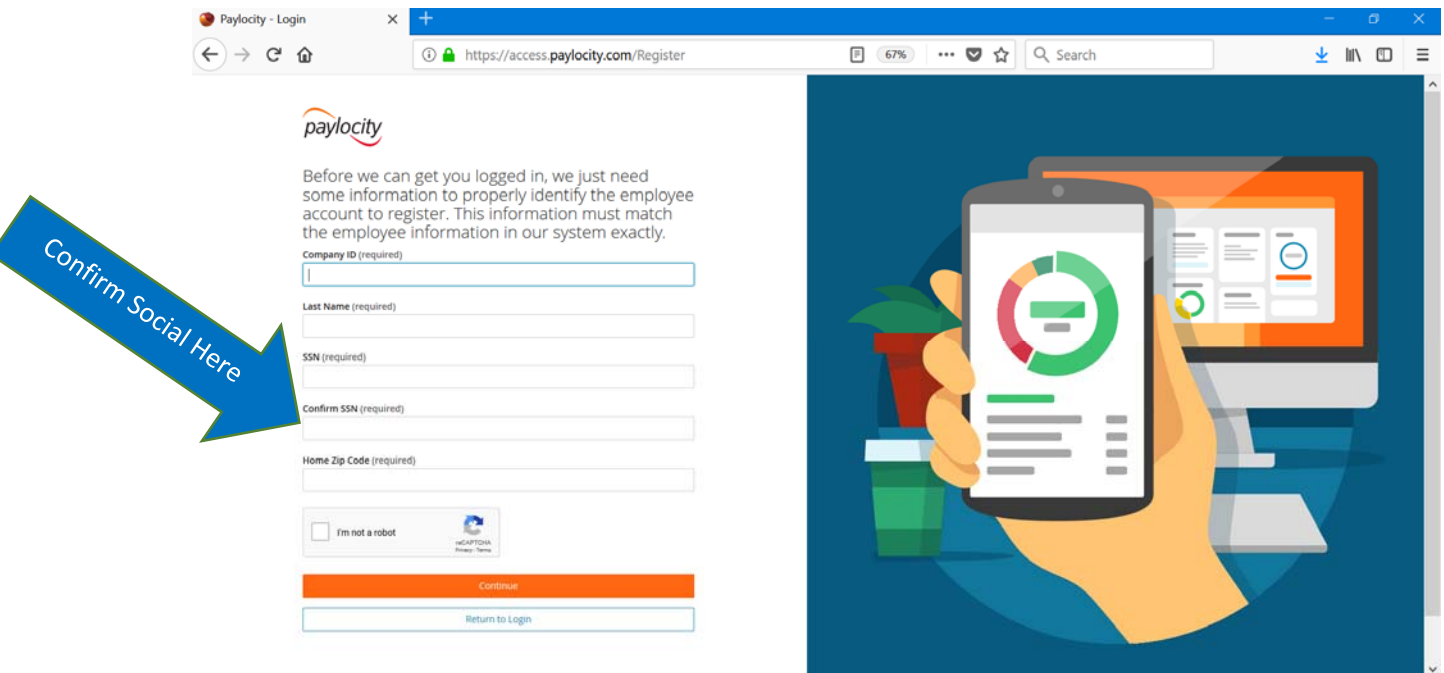
This screenshot is identical to the one above, showing the registration page. A blue arrow on the left points to the 'Last Name (required)' field, with the text 'Enter Last Name Here' inside it.

5) Enter in your Social Security Number



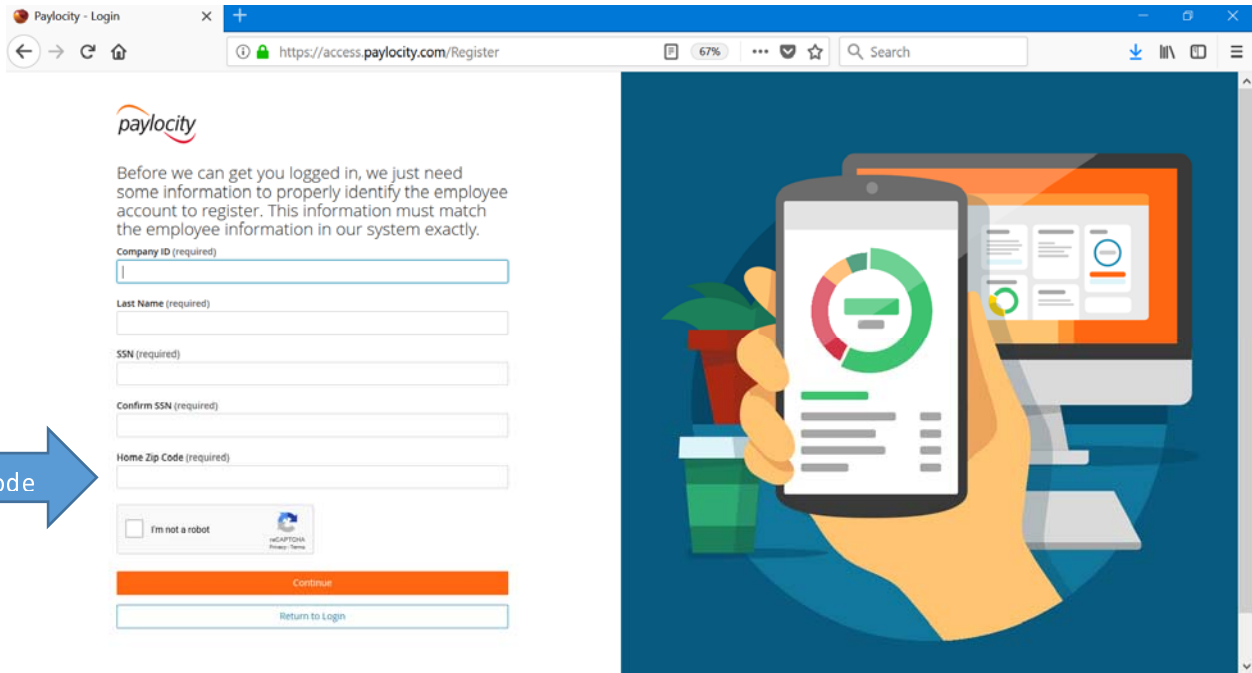
The screenshot shows the Paylocity registration page in a browser window. The URL is <https://access.paylocity.com/Register>. The page features the Paylocity logo and a message: "Before we can get you logged in, we just need some information to properly identify the employee account to register. This information must match the employee information in our system exactly." Below this message are several input fields: "Company ID (required)", "Last Name (required)", "SSN (required)", "Confirm SSN (required)", and "Home Zip Code (required)". There is also a checkbox for "I'm not a robot" and a reCAPTCHA widget. At the bottom, there are "Continue" and "Return to Login" buttons. A blue arrow with the text "Enter Social Here" points to the "SSN (required)" field.

6) Confirm your Social Security Number



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

7) Enter in your zip code

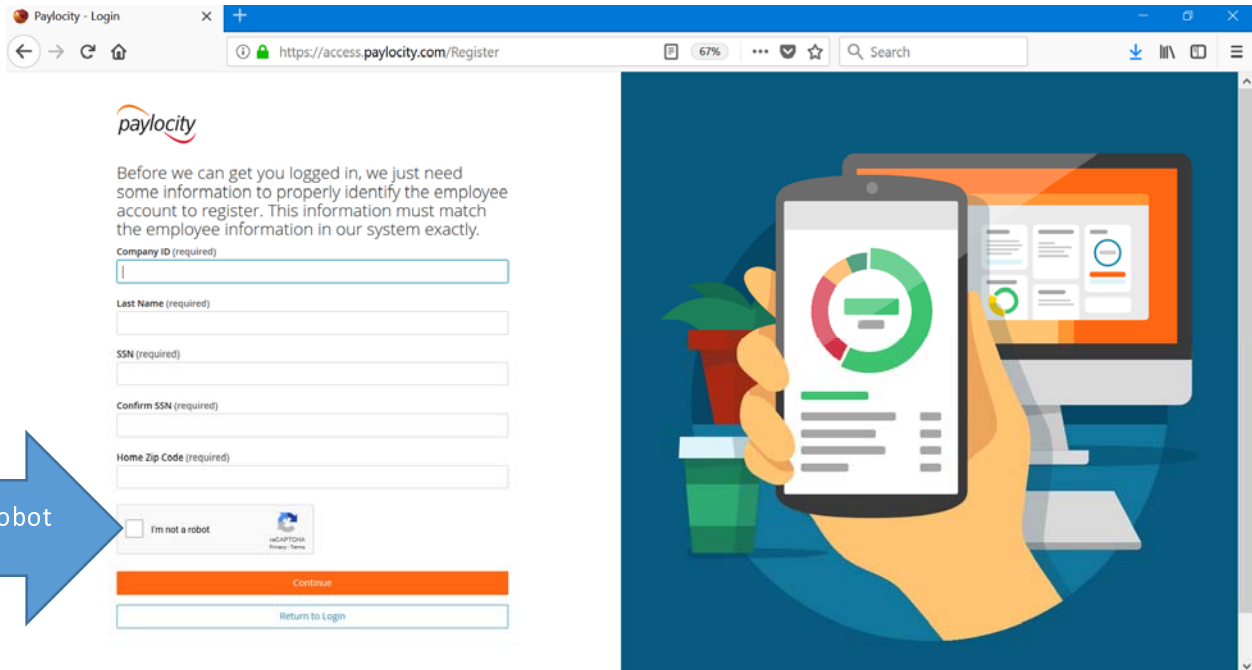


The screenshot shows the Paylocity registration page in a browser. The URL is <https://access.paylocity.com/Register>. The page contains the following fields and elements:

- Company ID (required)
- Last Name (required)
- SSN (required)
- Confirm SSN (required)
- Home Zip Code (required)
- I'm not a robot (with hCAPTCHA logo)
- Continue button
- Return to Login button

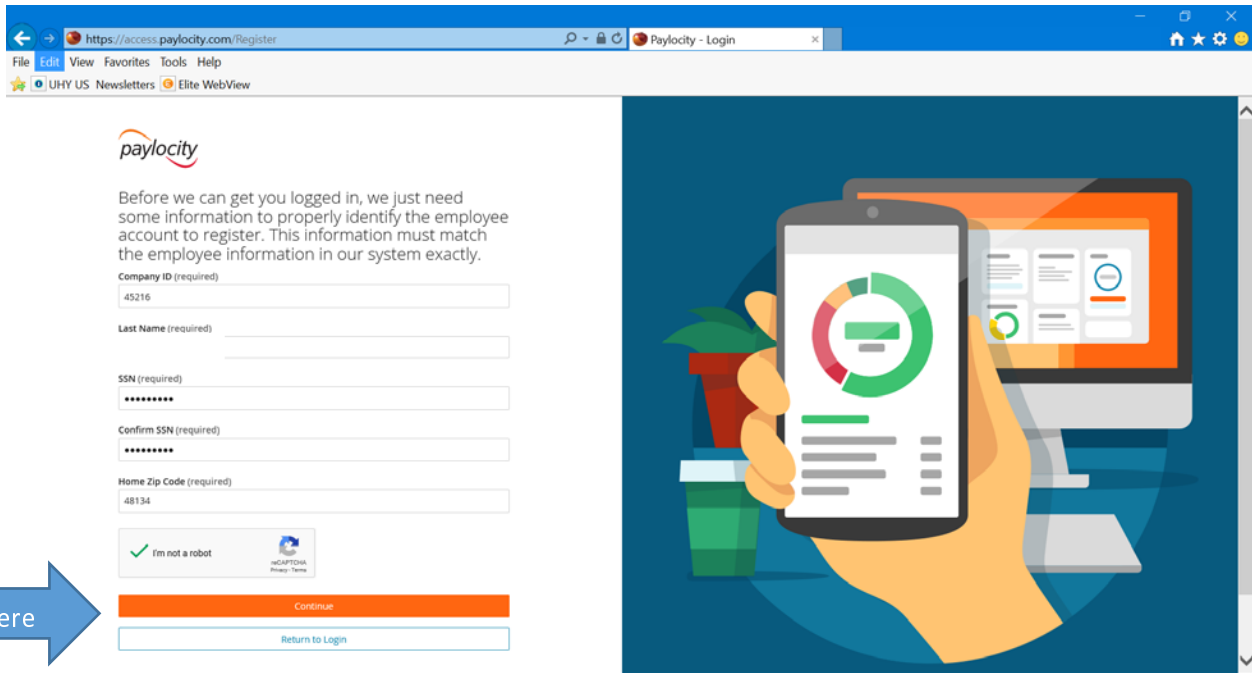
A blue arrow labeled "Enter Zipcode" points to the Home Zip Code field.

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



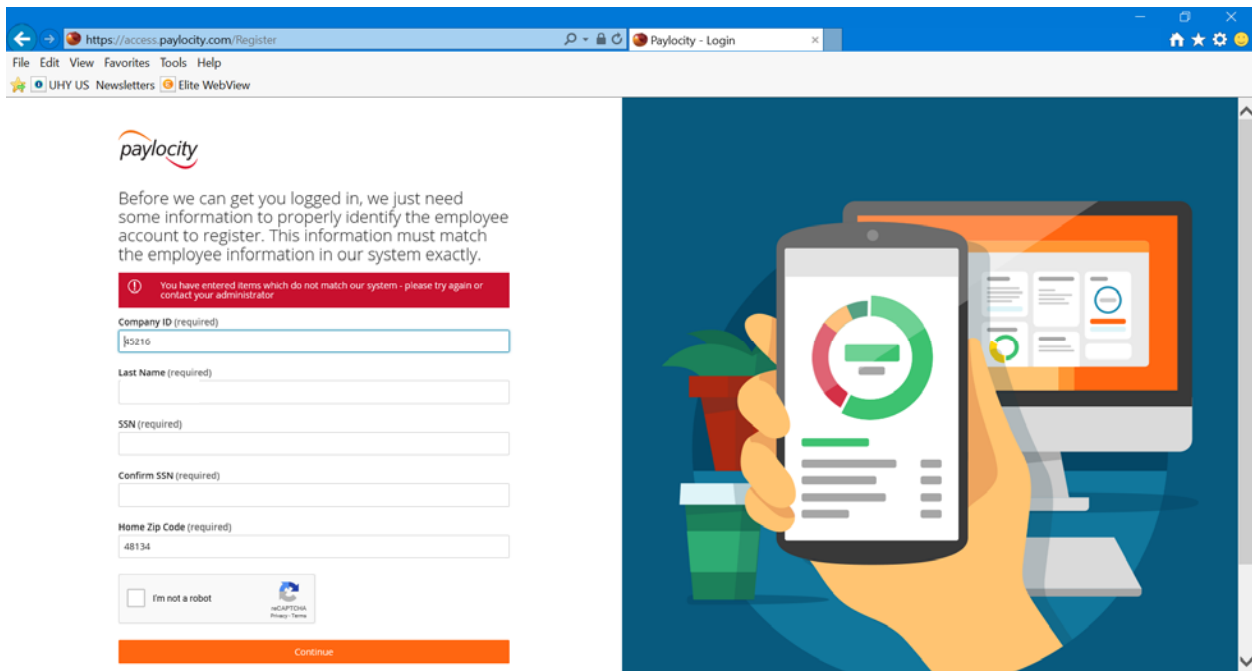
This screenshot is identical to the one above, showing the registration page. A blue arrow labeled "I am not a robot" points to the checkbox next to the text "I'm not a robot".

9) Click continue



The screenshot shows the Paylocity registration page. The browser address bar displays "https://access.paylocity.com/Register" and the page title is "Paylocity - Login". The page content includes the Paylocity logo and a message: "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." Below this message are several input fields: "Company ID (required)" with the value "45216", "Last Name (required)", "SSN (required)" with masked characters "*****", "Confirm SSN (required)" with masked characters "*****", and "Home Zip Code (required)" with the value "48134". There is a CAPTCHA section with a green checkmark and the text "I'm not a robot". At the bottom of the form are two buttons: "Continue" (highlighted in orange) and "Return to Login". A blue arrow points to the "Continue" button with the text "Continue here".

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



The screenshot shows the Paylocity registration page with an error message. The browser address bar displays "https://access.paylocity.com/Register" and the page title is "Paylocity - Login". The page content includes the Paylocity logo and a message: "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." Below this message is a red error box with a white exclamation mark icon and the text: "You have entered items which do not match our system - please try again or contact your administrator". Below the error box are several input fields: "Company ID (required)" with the value "45216", "Last Name (required)", "SSN (required)", "Confirm SSN (required)", and "Home Zip Code (required)" with the value "48134". There is a CAPTCHA section with a white box and the text "I'm not a robot". At the bottom of the form is a "Continue" button.

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 text: "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 in a light blue box. 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

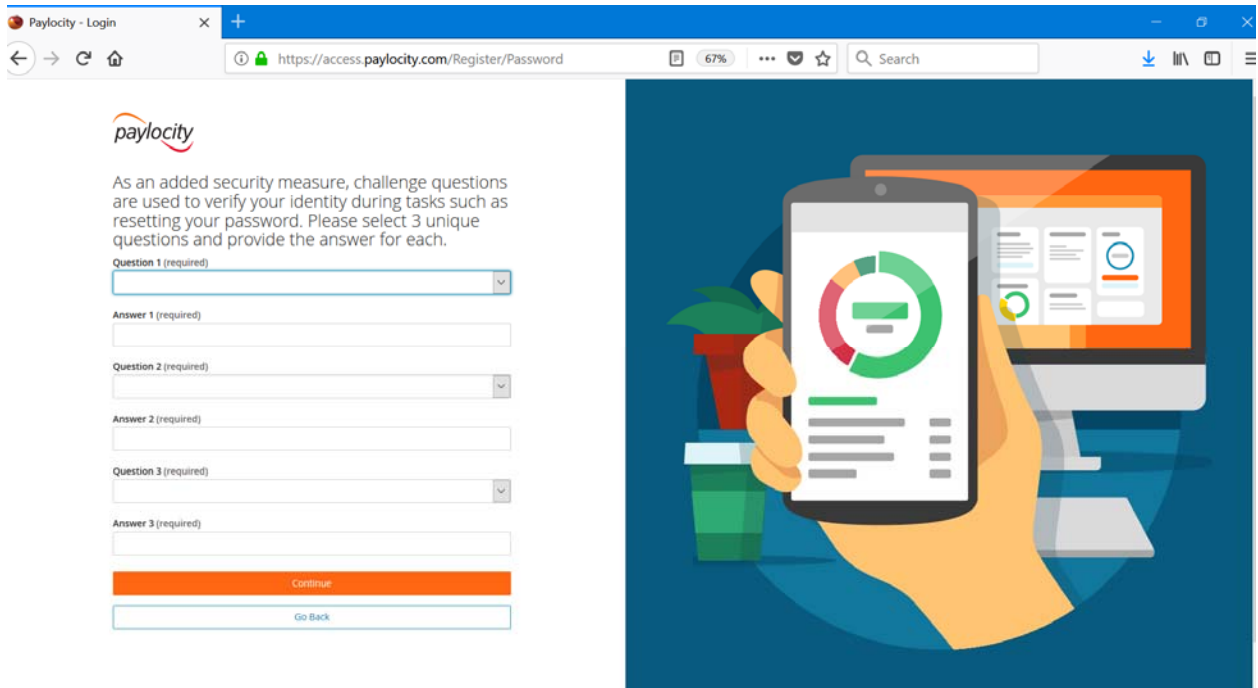
Go Back

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

Annotations (blue arrows):

- Enter a unique user name here. (points to Username field)
- Enter password here (points to Password field)
- Confirm password here (points to Confirm Password field)
- Click here to continue (points to Continue button)

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, there are three sets of dropdown menus for questions and corresponding text input fields for answers. At the bottom, there are two buttons: "Continue" (highlighted in orange) and "Go Back".

paylocity

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.

Question 1 (required)

Answer 1 (required)

Question 2 (required)

Answer 2 (required)

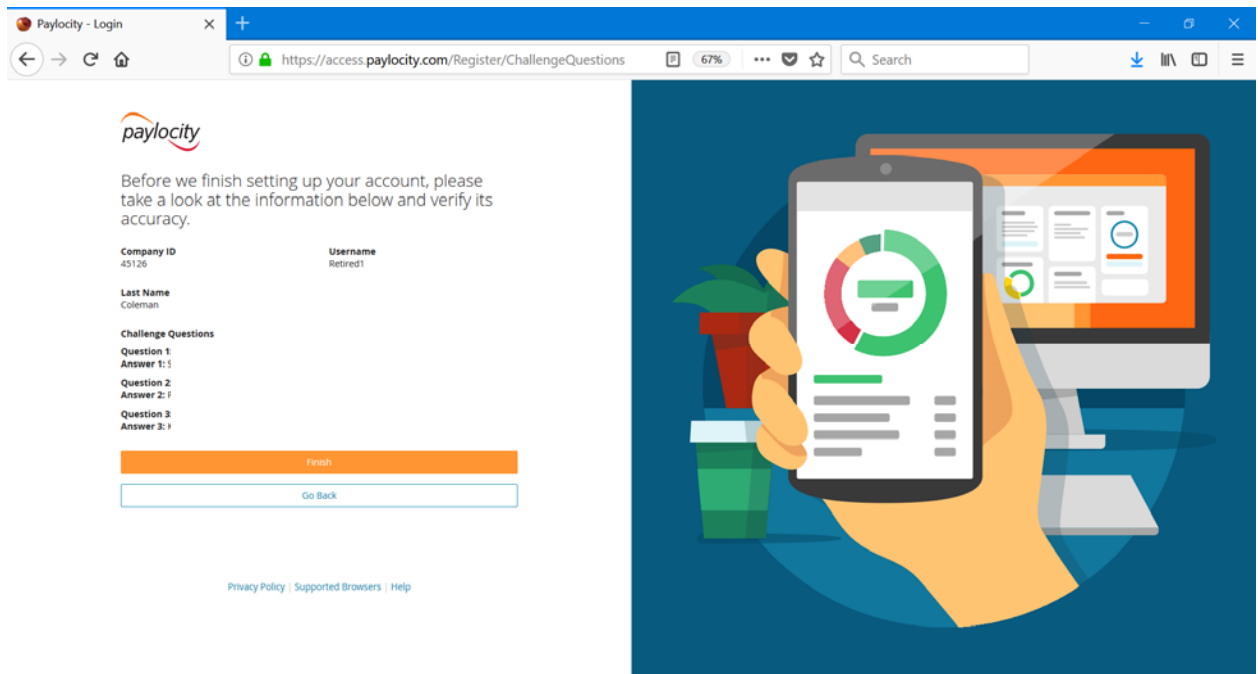
Question 3 (required)

Answer 3 (required)

Continue

Go Back

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, there are fields for "Company ID" (45126), "Username" (Retred1), and "Last Name" (Coleman). Under "Challenge Questions", there are three rows showing "Question 1:", "Answer 1:;", "Question 2:", "Answer 2: 7", and "Question 3:", "Answer 3: 3". At the bottom, there are two buttons: "Finish" (highlighted in orange) and "Go Back".

paylocity

Before we finish setting up your account, please take a look at the information below and verify its accuracy.

Company ID: 45126 Username: Retred1

Last Name: Coleman

Challenge Questions

Question 1:
Answer 1: ;

Question 2:
Answer 2: 7

Question 3:
Answer 3: 3

Finish

Go Back

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

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] *paylocity* 1 Help

Web Pay Home Employees HR Payroll Notifications

web pay Home

Hi, Charles! ^

Click on View Employee Profile to update your contact information

Tasks To Complete

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

News ^

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 v

Click here to update your contact information

Click here to update your Direct Deposit Information