

Paylocity Password Reset

If you are unable to login after following these steps, please contact Payroll.Admin@halo.com

1. Visit Paylocity on – access.paylocity.com/
 - In order to log in you will need the company ID#: **115578**, your username (XXXXX), and your password that you created during onboarding
 - We do not have access to passwords for security purposes so if you forgot your password click on 'Help'
 - Paylocity will verify personal information or ask your security questions in order to give you a temporary password
 - You will use the temporary password to get logged back in but will be instructed to reset a new permanent password
 - When logging into Paylocity from a different IP address you will need to have an authentication code sent to you via text, phone or email for security purpose