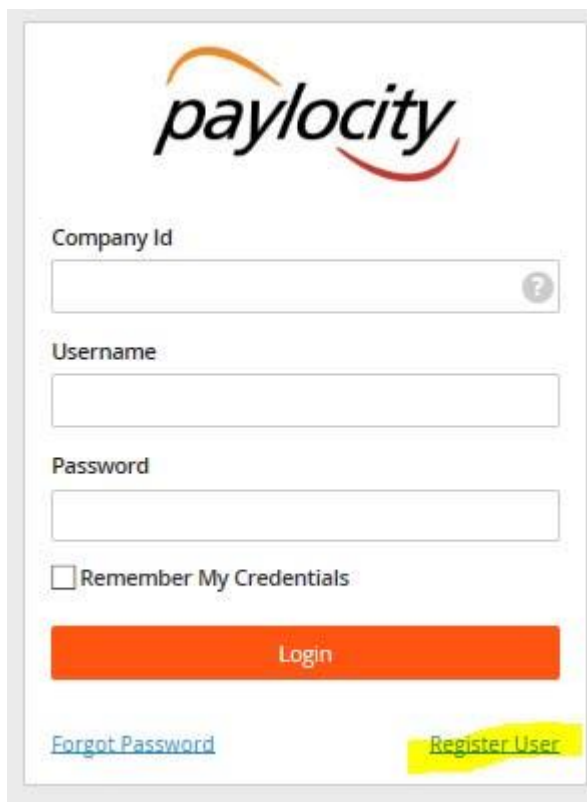


## WebBenefits Enrollment Guide

To access the system, log into WebPay as you would to view your payroll information. If you have not registered with Paylocity and have not created a username and password, click on “register user”. You must do so before you can begin online enrollment. Please refer to the guide titled “Self Service Login” for directions for registering with Paylocity. You will need to obtain your Company Id from your parish, school, or business office to register.

<https://login.paylocity.com>

Enter your Company Id, Username and Password.



*This site supports the following browsers: Microsoft Internet Explorer, version 6.0 and up, Mozilla Firefox version 2.0.0.4 and up, and Safari version 4.0.1 and up. We encourage you to keep your browser updated.*

*\*\*For successful navigation of the site, do **NOT** use the “back” button in your internet browser, as this will automatically log you out of the site. To navigate through the site, use the navigation bar located on the left hand side of the screen.*

*It's also highly recommended to clear your cookies, delete your web browser history and do not bookmark the Paylocity page but rather type in the web address each time you want to access it.*

*\*After logging in, hover your arrow over web pay in the top left corner, and then click on Enterprise Web Benefits. This will take you to your Web Benefits home page. (See screenshot below.)*

