

Paylocity Instructions Mobile

****Employees will have access to the W2 on their Paylocity Portal****

1. Open the Paylocity App and login
 - a. **Company ID: 101915**
 - b. Login information is based on the employee's selection of their username and password when registering
 - c. If you have never registered in our system and have worked in the year **2020**, please give us a call at 909-895-8960 and ask for Payroll.

paylocity Help

Welcome

Company ID
101915

Username

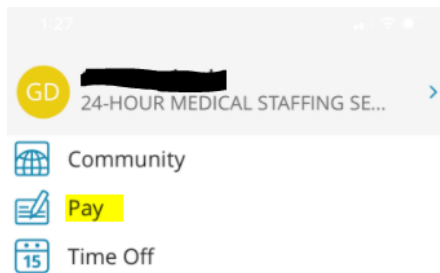
Password [Show](#)

Login

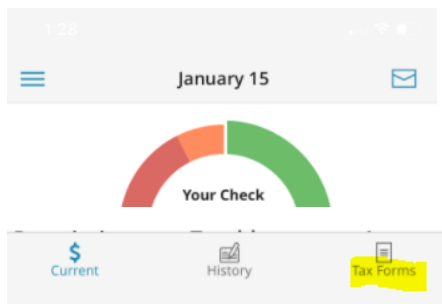
Single Sign-On Login

[Register New User](#)

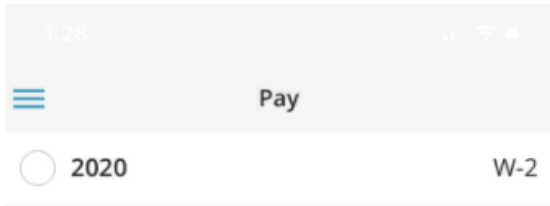
2. Once signed in Paylocity App select
 - a. Pay



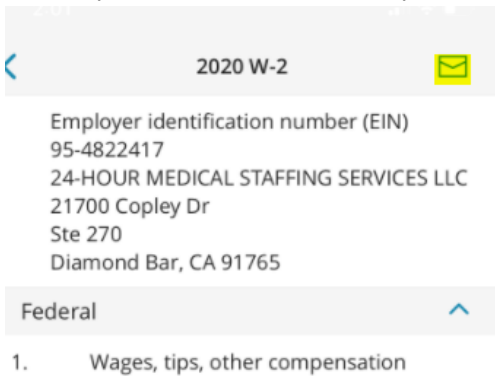
3. Select Tax Forms



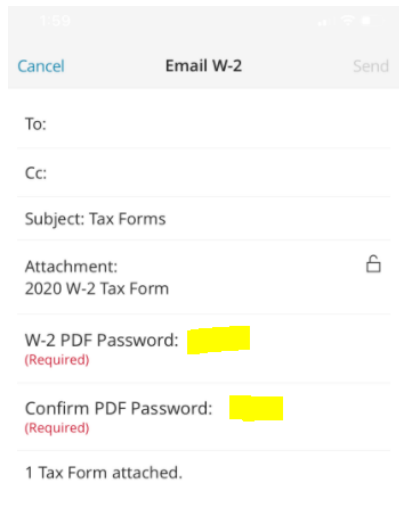
4. Select the bubble 2020
 - a. Once 2020 has been selected and you are **NOT** directed to a new page press 2020 again



5. You may view or email the W-2 by selecting the envelope



- a. Follow the instructions to send the W-2
- b. You will need to set up a password to view the PDF file.
- c. Select Send
- d. Look for an email from Paylocity Notification in your inbox
- e. Reach out to gloria@24-hrmed.com if the email was not received within 24 hours.



6. If you do not see your W-2, but you have worked for the year 2020 please email at Gloria@24-hrmed.com.
 - a. Provide the following information in your email
 - i. First and Last name as shown in your paystubs

ii. Last 4 Social Security number