



**Evangelical Lutheran
Church in America**
God's work. Our hands.



Login Assistance

To Login on a Desktop Browser

1. Navigate to <https://access.paylocity.com/>
2. Enter the ELCA's **Company ID**: 13794 (or 13795 for Missionary Personnel)
3. Enter your **Username**. Remember, Paylocity usernames:
 - Are not case sensitive
 - Contain 3 to 20 characters
 - Can't contain special characters other than period (.) and underscore (_)
 - Follow the standard format of your first initial followed by your last name
4. Enter your **Password**. Remember, Paylocity passwords:
 - ARE case sensitive
 - Contain 8 to 72 characters
 - Cannot be a repeat of your four previous passwords
 - 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
5. Verify all information is correct
6. Click **Login**

Alternatively, download the free Paylocity mobile app from the [App Store](#) and [Google Play](#) to login to your account on your mobile device.

Trouble Logging In?

1. Click the **Help** link on the top of the login screen to the right of the Paylocity logo.
2. Then, click **Forgot Username** to retrieve your Username.
 - You will need: Last name, last 4 numbers of your SSN, home ZIP Code, and phone number or email address
3. Or, click **Forgot Password** to reset your password.
 - You will need: Company ID, username, and phone number or email address
4. If after following the above steps you still cannot login to your Paylocity account, contact Human Resources.

To maintain confidentiality, Churchwide Organization employees must contact Human Resources with questions regarding Paylocity. Paylocity is not authorized to speak directly with employees. As per Personnel Policy 7.11.1, Human Resources staff will only assist active employees with Paylocity issues using an ELCA-provided email address.