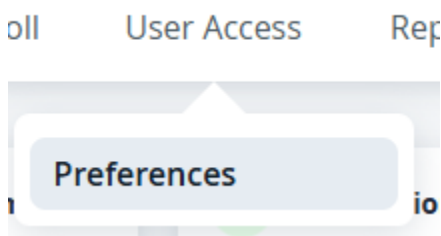


## Here are the steps which you can follow to merge both of your Paylocity accounts:

1. Log into your Paylocity account.
2. Hover over the “User Access” tab found on the top menu and select “Preferences” from the drop-down menu.



3. Select the “Edit Linked Accounts” button

User Preferences

<b>Login Username and Password</b> <ul style="list-style-type: none"><li>• Username <input type="text"/></li><li>Change Password <input type="checkbox"/></li><li>Current Password <input type="password"/></li><li>New Password <input type="password"/></li><li>Confirm New Password <input type="password"/></li></ul>	<b>Login Challenge Questions</b> <ul style="list-style-type: none"><li>Question 1 -- Select --</li><li>Answer 1 <input type="text"/></li><li>Question 2 -- Select --</li><li>Answer 2 <input type="text"/></li><li>Question 3 -- Select --</li><li>Answer 3 <input type="text"/></li></ul>
<b>Default Home Page</b> <ul style="list-style-type: none"><li>Default Home Page Self Service Portal</li></ul>	<b>Trusted Devices</b> <ul style="list-style-type: none"><li><a href="#">Remove trusted devices</a></li></ul>
<b>Notifications - Email Preferences</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Never Email</li><li><input checked="" type="checkbox"/> Work Email</li><li><input type="checkbox"/> Personal Email</li></ul>	<b>Multi-Factor Authentication</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Enable Multi-Factor Authentication</li></ul>
<b>Application</b>	<b>Linked Accounts</b> <ul style="list-style-type: none"><li><a href="#">Edit Linked Accounts</a></li></ul>

4. Select “Add Linked Account”

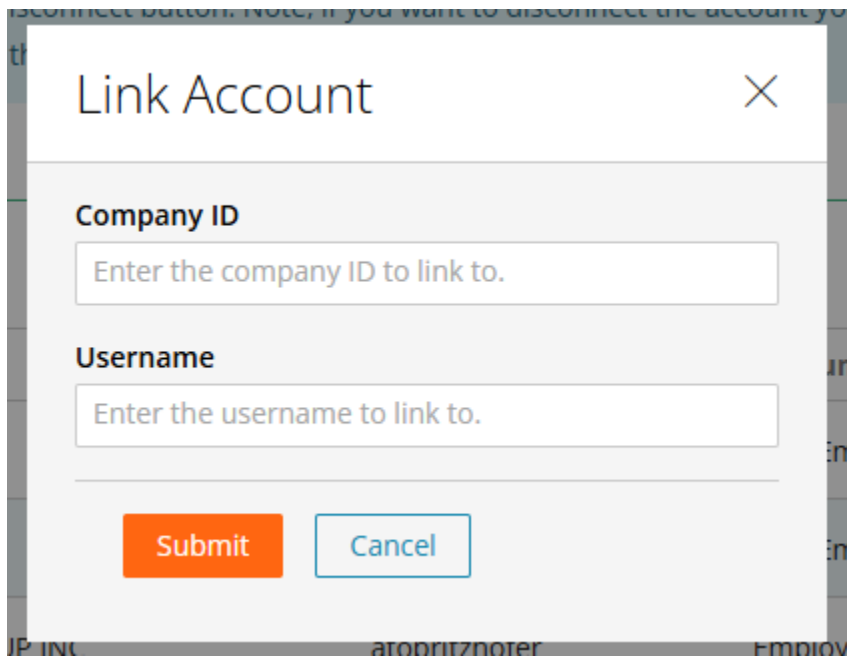
Linked Accounts

**Information:** The add linked account button will allow you to link another account to this user. All accounts linked will share the same multi-factor authentication preferences. If you want to disconnect a linked account, click the disconnect button. Note, if you want to disconnect the account you are currently logged in as, you have to log in to a connected account and disconnect the account from there.

**My Linked Accounts**

[Add Linked Account](#)

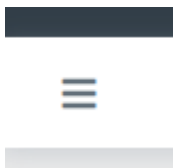
5. Enter the Company ID and Username for the account you are trying to add/link

A screenshot of a 'Link Account' dialog box. The dialog has a title bar with 'Link Account' and a close button (X). Below the title bar, there are two input fields. The first is labeled 'Company ID' and contains the placeholder text 'Enter the company ID to link to.'. The second is labeled 'Username' and contains the placeholder text 'Enter the username to link to.'. At the bottom of the dialog, there are two buttons: an orange 'Submit' button and a light blue 'Cancel' button.

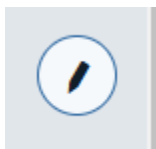
6. The login page will appear and ask for your password for the account you are linking. Enter your password and hit login.

Once you have successfully linked your accounts, you will need to log out and back in again for your changes to take effect.

1. After logging out and back in, select the ellipsis menu in the upper-left corner.



2. Select the pencil icon next to your name.



Now you will see a list of all the accounts you have linked and can toggle between them as needed.