

Service: 888 - 843 - 8205  
Local: 847 - 956 - 4850  
Fax: 847 - 956 - 1926  
E-mail: Service@Paylocity.com  
Address: 3850 N. Wilke Road  
Arlington Heights, IL 60004

## Partner Portal Request Form



Please provide the following information for partner access into Web Pay.  
This access allows limited company information. Partners *will not* have the ability to make changes in the company.  
Partners will only have access to run limited reports.

### Partner Set Information

Partner Set Admin Name \_\_\_\_\_

Partner Set Admin Email \_\_\_\_\_

Partner Set Admin Phone \_\_\_\_\_

### Additional Partner Set Users

NAME	EMAIL	PHONE

### Please List All Company Numbers Associated With This Partner Set

COMPANY NAME	COMPANY NUMBER	CONTACT NAME

Please complete and fax to the number above or email to [implementationprojectservices@paylocity.com](mailto:implementationprojectservices@paylocity.com)