



IMPORTANT!

This is for W2 employees only.

If you are a 1099 employee or are unsure, please email us at accounting@victory-agency.com for more info.

How to View Paystubs

A step-by-step guide for viewing Paystub history with Victory Agency

paylocity

Before we can get you logged in, we just need some information to properly identify the employee account to register. This information must match the employee information in our system exactly.

Company ID (required)

Last Name (required)

SSN (required)

Confirm SSN (required)

Home Zip Code (required)

I'm not a robot

Continue

[Return to Login](#)

STEP 1

Visit the login page: <https://access.paylocity.com/>

Click **Register User**

Use our Company ID: **86650**

These fields must be an exact match to what we have on file. If you have any problems confirming your SSN or Zip Code, please send an email to accounting@victory-agency.com.

STEP 2

- Create a Username and a Password.
- Select your challenge questions.
- Verify your submissions and click **Finish**.

paylocity

Now that we have that sorted out, let's set up your account.

Username (required)

Must be between 3 and 20 characters

Password (required)

Passwords are case sensitive. Passwords must be 7 to 20 characters in length, must not contain any of the previously four used passwords and 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

Confirm Password (required)

Continue

[Restart](#)

paylocity

As an added security measure, challenge questions are used to verify your identity during tasks such as resetting your password. Please select 3 unique questions and provide the answer for each.

Question 1 (required)

Answer 1 (required)

Question 2 (required)

Answer 2 (required)

Question 3 (required)

Answer 3 (required)

Continue

[Restart](#)

paylocity

Before we finish setting up your account, please take a look at the information below and verify its accuracy.

Company ID: 86650 Username: breannavictory

Last Name: [Redacted]

Challenge Questions

Question 1: [Redacted]

Answer 1: [Redacted]

Question 2: [Redacted]

Answer 2: [Redacted]

Question 3: [Redacted]

Answer 3: [Redacted]

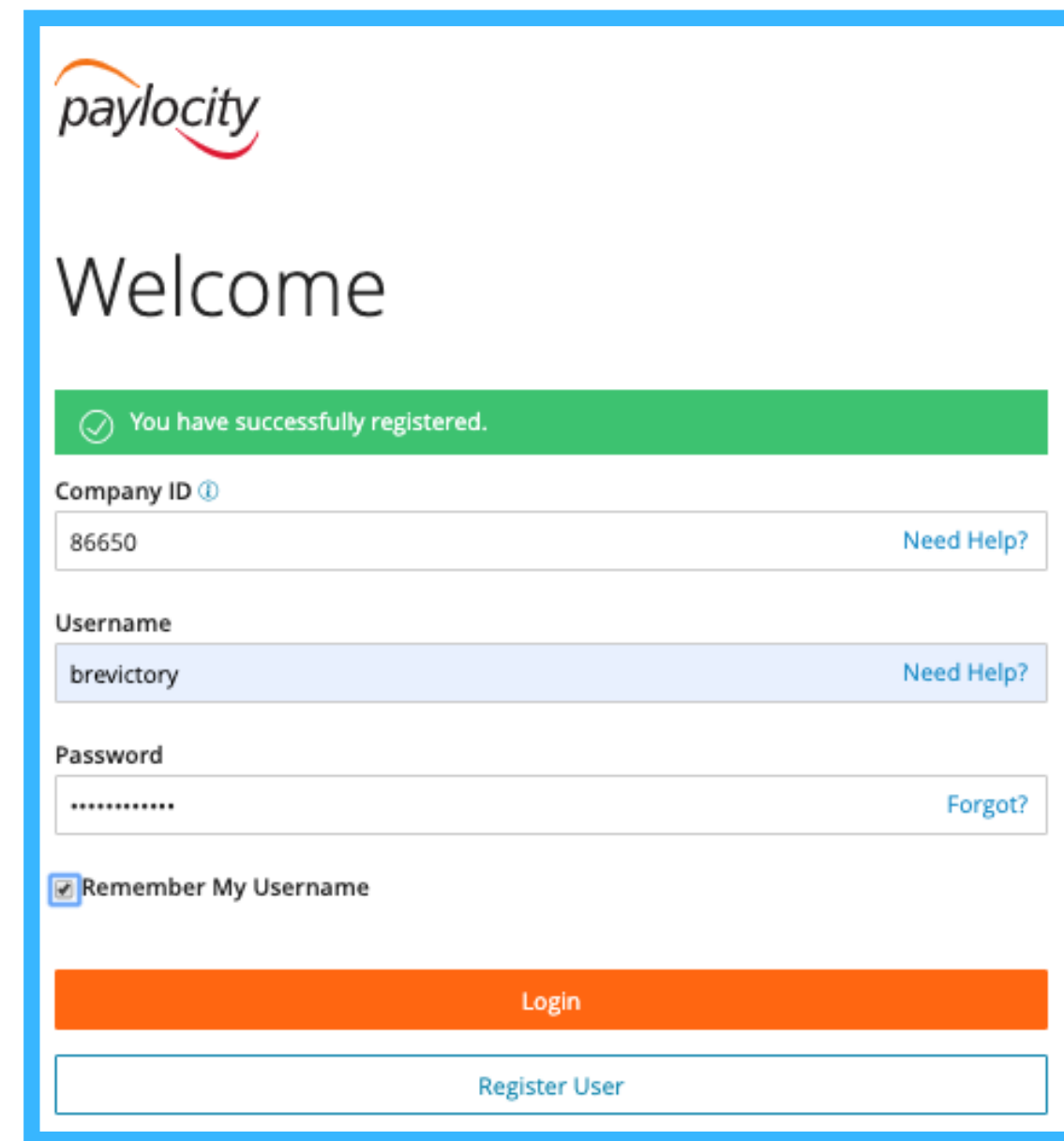
Finish

[Restart](#)



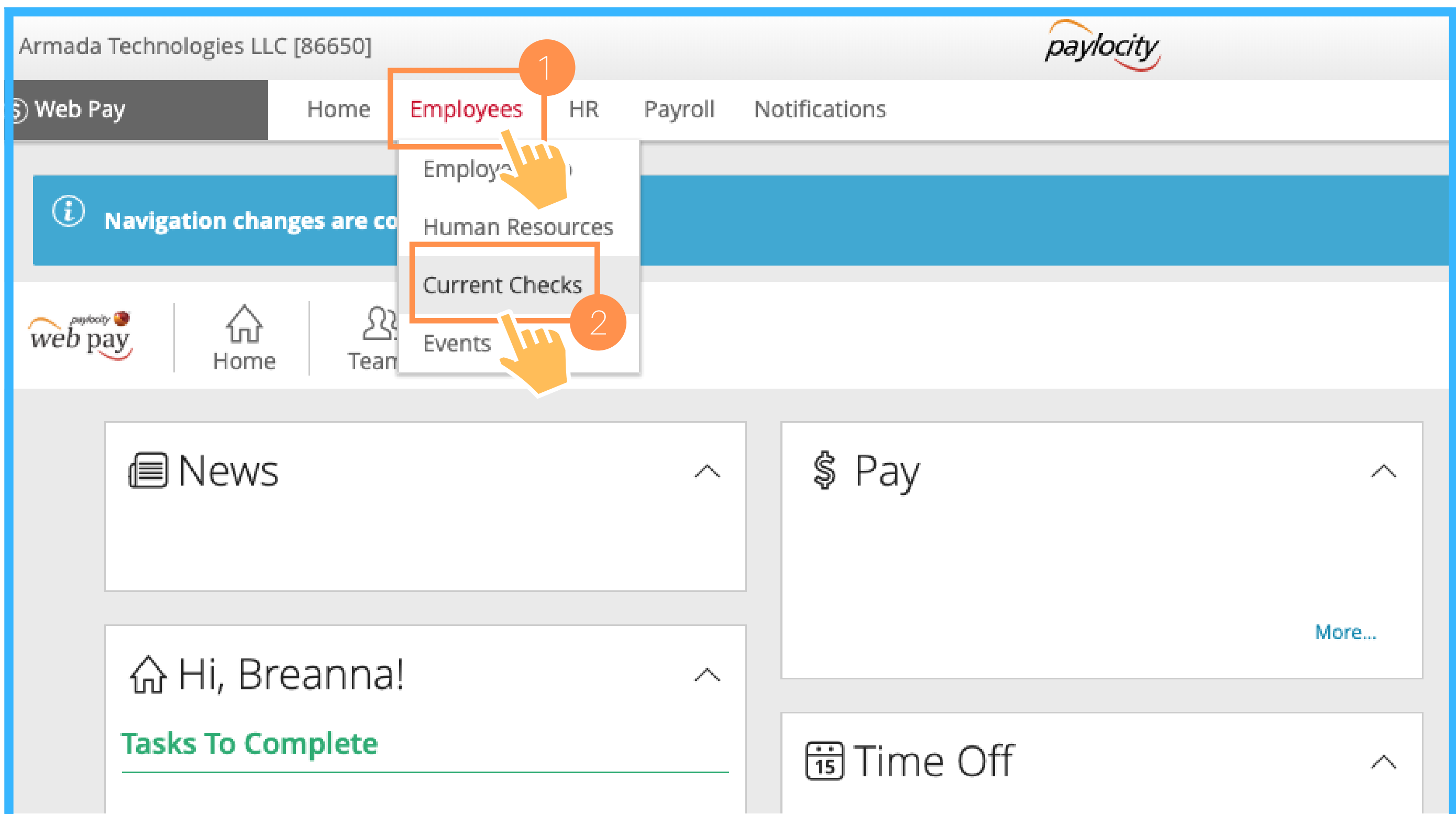
STEP 3

Log in using the Username and Password you just created.



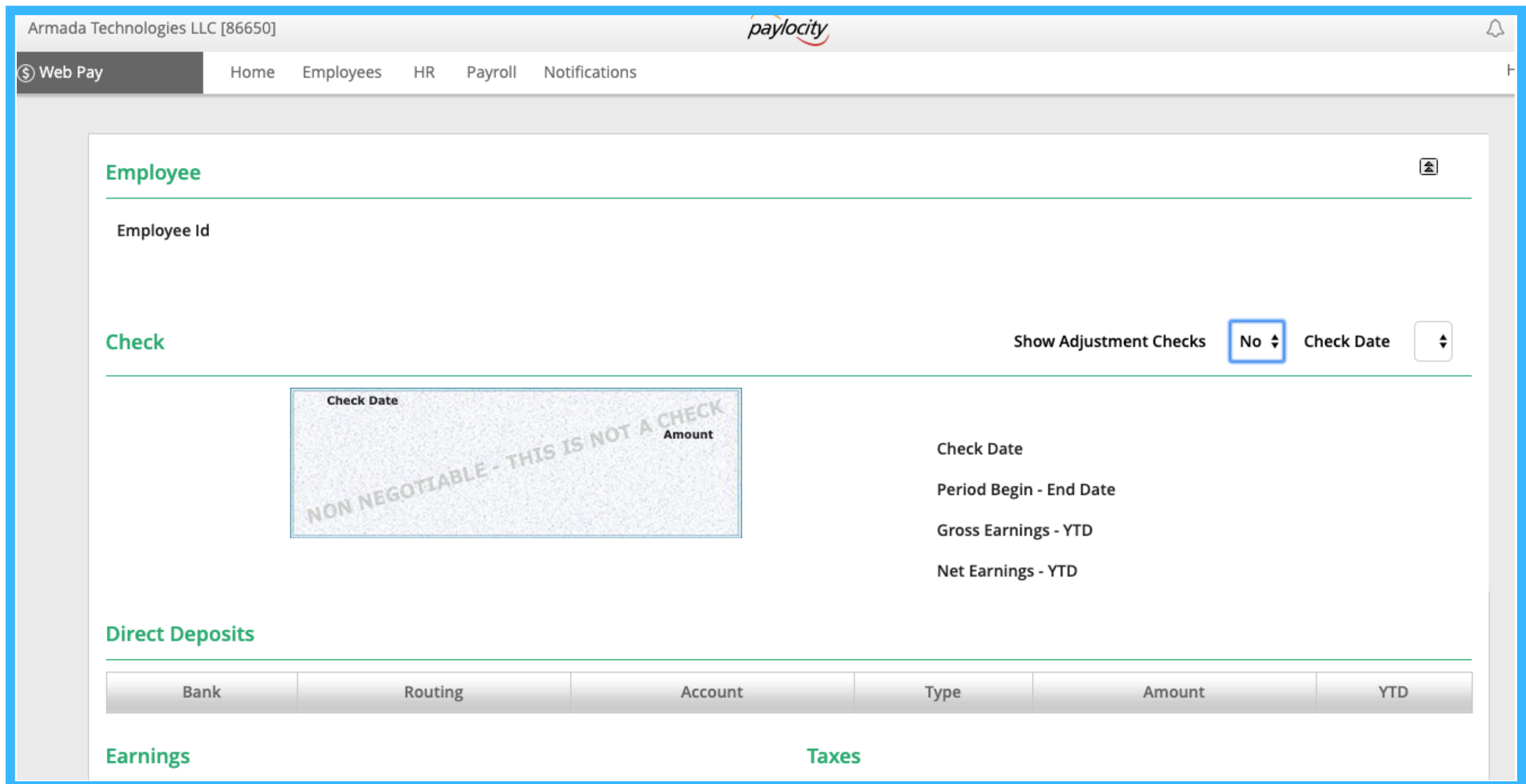
STEP 4

From the Paylocity home screen, click on Employees then Current Checks





STEP 5 View past and current paystubs and checks.



Please do not hesitate to reach out to us with any further questions or comments.

E-mail us at app@victory-agency.com
Call us at (239) 332-7392