



CITADEL
SERVICING CORPORATION



Quick Access Guide: Exempt

<http://login.paylocity.com>

Annotations for the login form:

- Company ID: 11242
- Username, which is first letter of your first name plus your last name. (Example: LVoss)
- Password that you created during onboarding.
- Your chosen security image will appear if username is entered correctly.

Form fields and options:

- Company Id: 11242
- Username: LVoss
- Password: [Redacted]
- Personalize your Paylocity Security Image in User Preferences
- ☐ Remember My Credentials
- Login
- [Forgot Password](#)
- [Register User](#)

Self Service Portal

Once logged in, you will arrive at the *Self Service Portal* which has many functions including the ability to view your paychecks, change direct deposit information, modify tax exemption or update emergency contacts, and other helpful resources.

Dashboard sections and annotations:

- News:** Melanie PEREZ received "Help" from RICHARD RIOS June 15, 2017
- Company:** [MVP Program](#), [CSC Employee Handbook](#)
- Application:** [Employee Training Documents](#)
- Hi, Jeremy!** [More...](#)
- Employment:** [Employee Status](#), [Dept / Position](#)
- Pay:** Please note, the Check Dollar amount on the 2/13/15 check is the combined total that you were paid for check dates 1/15/15, 1/31/15 and 2/13/15.

Date	Check #	Net Amount	Dir Dep
06/15/2017	7321	hidden	✓
05/31/2017	7152	hidden	✓
05/15/2017	6985	hidden	✓

[View a paycheck by dates.](#)
- Forms and others resources:** [Direct Deposit Accounts](#), [Tax Forms](#), [Check Calculator](#), [View Checks](#), [Tax Exemptions](#), [DE-4-CA Withholding](#)
- Time Off:** [Request time off and view paid sick or vacation balances.](#)
- Benefits:**