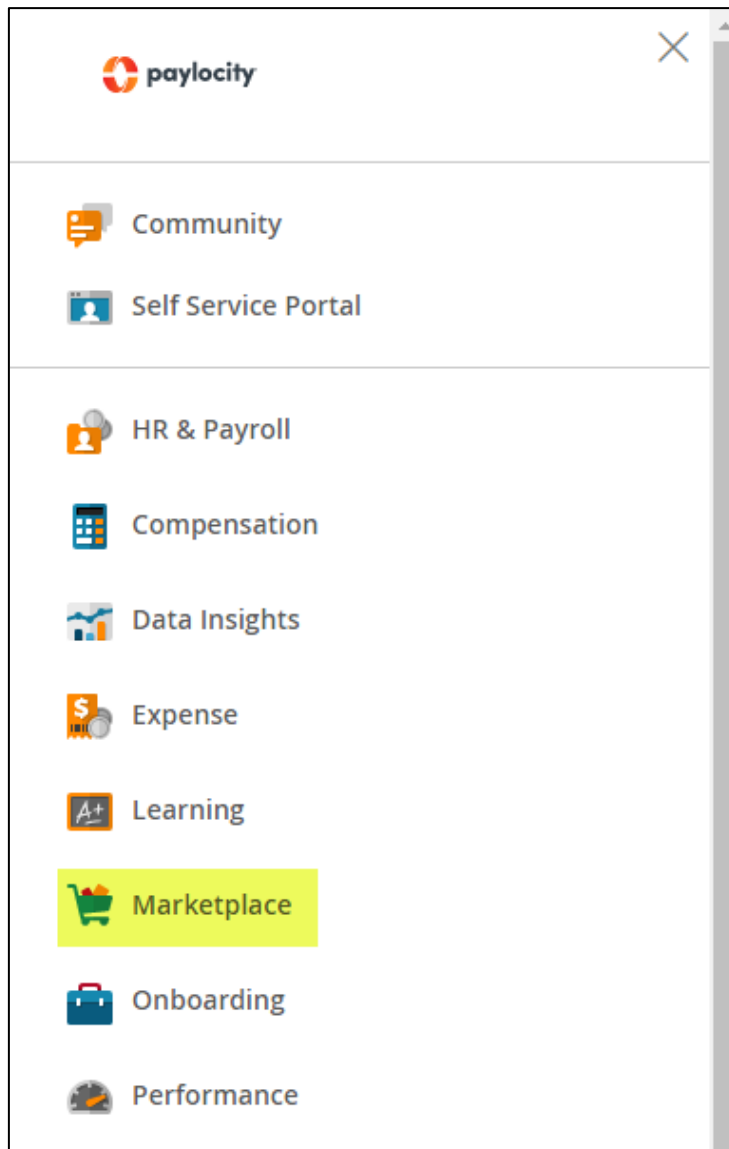


Marketplace Guide

Request a Vendor Integration

Use Paylocity Marketplace to complete the Paylocity Automated Data Exchange (PADE-API) Form.

1. Log in to Paylocity HR & Payroll and select Marketplace from the left-hand navigation.



2. Select the Name to view information about the selected vendor integration.
3. Select Begin Integration to access, complete, and sign the PADE form.
 - View and acknowledge the associated fees.
 - Select Continue to open DocuSign.
 - Select Start to begin the process.
 - Complete applicable fields.
 - Enter any additional information in the Briefly Describe Your Request window.
 - Review the Terms & Conditions.
 - Complete the Signature fields.
 - Sign the document.
 - Select Finish to submit the request to Paylocity.

Important Information

- Integrations occur at the individual company level. Company Set users log into a single company in the Company Set to request integrations for the Company Set.
- Email [Service](#) for assistance with this process.
- If the PADE-API Form is improperly completed, this request may be rejected and cause additional turnaround time. The signature on the PADE-API Form must be a certified digital or wet signature of an authorized Paylocity contact.