

Paychex Flex Registration Instructions

- In a few days Paychex will email you an invitation to Register.
- Register right away. Any delay can result in paycheck delays.
- You can use your phone, or you can ask your Area Manager to use the company computer to complete the process.
- If you have any questions or problems, you can contact Paychex directly
 - 800-741-6277, option 4, then option 2

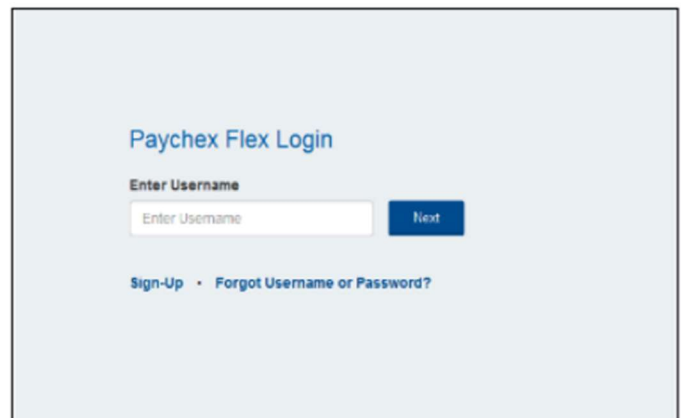
Sign-Up

Follow these steps to sign up for Paychex Flex.

Step 1: Go to www.paychexflex.com.

Step 2: Click **Sign-Up**.

Important! You must have a valid and unique email address to register for Paychex Flex. If you don't have an email account, consider creating a free one using an email provider.



Personal Information

Complete the Personal Information page.

Step 1: Enter the requested personal information.

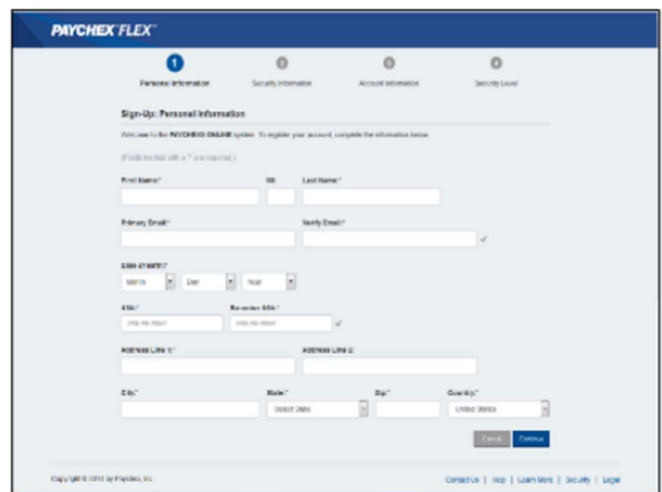
The Warnings & Errors message will display if a required field is left blank.

Step 2: Click **Continue**.

Make sure you have accurate information when setting up a new account, such as full name and SSN. We need this information to verify your identity. Do not enter false or temporary information.

Important! If you're already registered as an online user, do not register again. You can request access to multiple accounts from within the Paychex Flex application.

Hover your cursor over a field in the image below to view an enlarged image.



Security Information

Select four different Security Questions and provide unique answers for each question.

Hover your cursor over a field in the image below to view an enlarged image.

The screenshot shows the 'Sign-Up: Security Information' page. It features a progress bar at the top with four steps: Personal Information, Security Information (active), Account Information, and Security Level. Below the progress bar, there are four security questions, each with a dropdown menu for the question and a text input field for the answer. The questions are: 'What industry do you get engaged?', 'What kind of computer software were you using in high school?', 'What state was the location of your first job?', and 'If you received a last first name, what was it?'. At the bottom right, there are 'Cancel', 'Previous', and 'Continue' buttons.

Account Information

Follow these steps to complete the Account Information page.

Step 1: Enter the requested account information.

Step 2: Click **Continue**.

Below are a few things to consider:

- Username has to be unique.
- Upon completion of the registration process, you'll automatically be granted access to the services your company subscribes to.
- Completing the registration process does not give you access to company services (i.e., Payroll, Reporting). Only administrators can grant these type of access rights.
- Hover your mouse over the question mark for an explanation of what's required for each field.
- This is a secure site. Paychex does not share your information.

Hover your cursor over a field in the image below to view an enlarged image.

The screenshot shows the 'Sign-Up: Account Information' page. It features a progress bar at the top with four steps: Personal Information, Security Information, Account Information (active), and Security Level. Below the progress bar, there are fields for 'Create Username', 'Create Password', and 'Verify Password'. There are also fields for 'Create PIN' and 'Verify PIN'. Below these fields, there are fields for 'Primary Telephone' and 'Secondary Telephone', both with 'Extension' sub-fields. At the bottom, there is a 'Security Notice' section with a question mark icon and a text input field. At the bottom right, there are 'Cancel', 'Previous', and 'Continue' buttons.

Employee Log-In

Once the registration process is complete, you will automatically be logged in to the application.

If you're an employee-level user, follow these steps the next time you log in to Paychex Flex.

Step 1: Go to www.paychexflex.com.

Step 2: Enter the Username and Password and click **Next**.

Click [Forgot Username](#) or [Password](#) if you forget your password or username.

The screenshot shows the 'Paychex Flex Login' page. It features a title 'Paychex Flex Login' and a section 'Enter Username' with a text input field and a 'Next' button. Below this, there is a section 'Sign-Up - Forgot Username or Password?' with a link to 'Forgot Username or Password?'.