PAYCHEX

Paychex Flex Registration

Getting started with Paychex® Flex℠ is easy! This learning aid guides you through the self-registration process and is a complement to the *Paychex Flex Registration Tutorial*. Refer to the tutorial to see the process in action.

Important! *Before self-registering, please contact your account administrator to ensure the registration setup process has been completed for your company.*

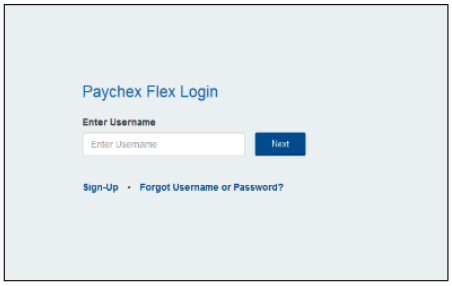
Sign-Up

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.

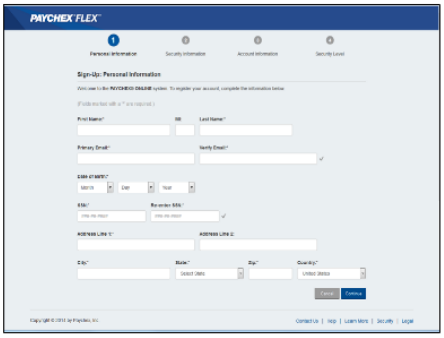
The Warnings & Errors message will display if a required field is left bank.

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.



Important! *Paychex Flex requires Adobe® Flash® Player version 10.1 or higher. If needed, you may download the latest version at*

http://get.adobe.com/flashplayer

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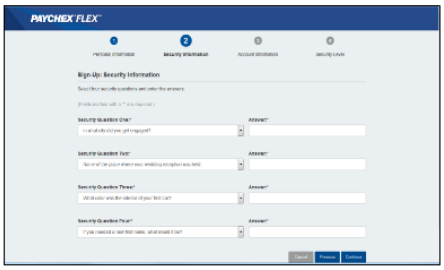
Security Information

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.



Account Information

Follow these steps to complete the Account Information page.

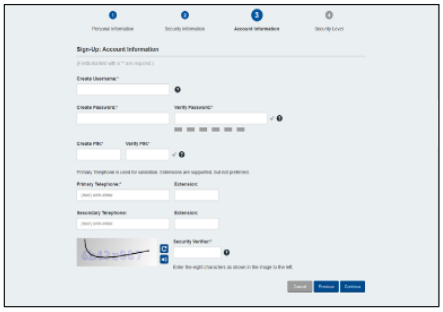
Step 1: Enter the requested account information.

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.



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Employee Log-In

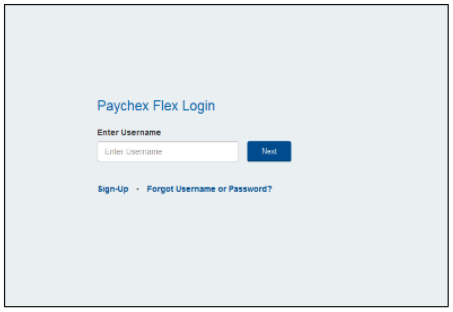
Once the registration process is complete, you will automatically be logged in to the application.

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**.

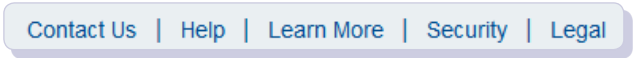
*Click **Forgot Username or Password** if you forget your password or username.*



Need Assistance?

Please contact your client administrator for assistance with registering for and accessing Paychex Flex.

For information on a certain Paychex Flex application, click the Learn More link, located on the bottom of any screen, after you log in.



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