

Please follow these steps to create your Paychex Flex account.

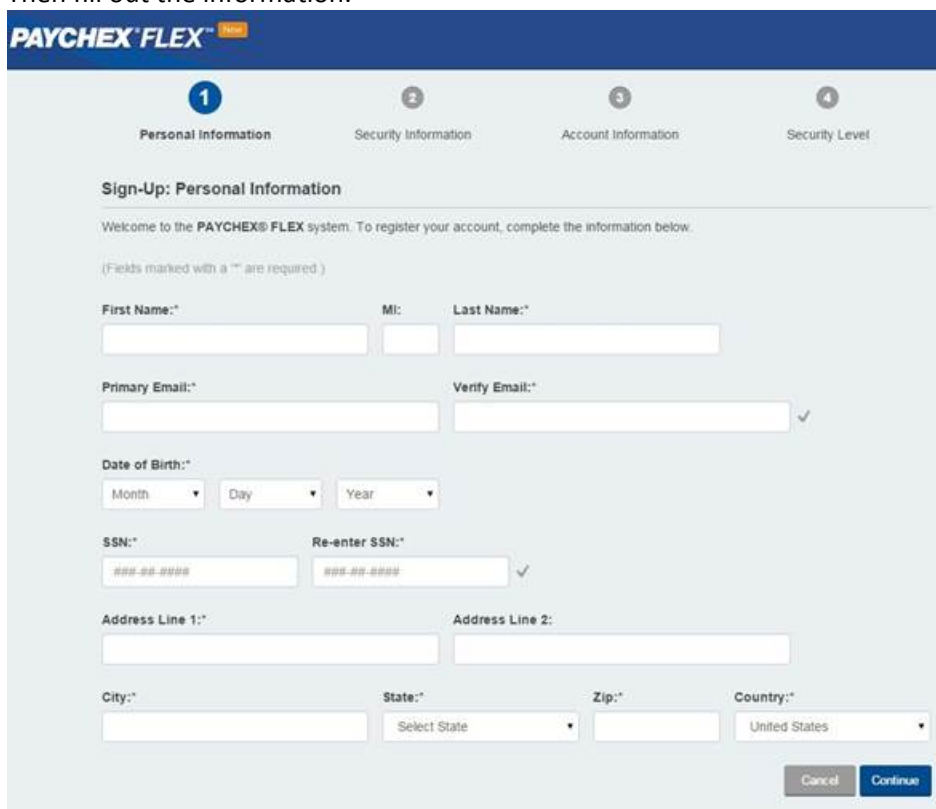
Account registration must be performed on a desktop or laptop computer before the mobile app will work.

1. Type <https://paychexflex.com> into the address bar of your web browser.
2. Click "sign up"



The image shows the Paychex Flex Login page. At the top, it says "Paychex Flex Login". Below that, there is a section titled "Enter Username" with a text input field containing the placeholder "Enter Username" and a blue "Next" button. At the bottom of the page, there are links for "Sign-Up" and "Forgot Username or Password?".

3. Then fill out the information.



The image shows the "Sign-Up: Personal Information" screen in the Paychex Flex system. The page has a blue header with the "PAYCHEX FLEX" logo. Below the header, there are four numbered steps: 1. Personal Information, 2. Security Information, 3. Account Information, and 4. Security Level. The current step is "Sign-Up: Personal Information". The page contains the following fields and options:

- First Name:* (text input)
- MI: (text input)
- Last Name:* (text input)
- Primary Email:* (text input)
- Verify Email:* (text input with a checkmark icon)
- Date of Birth:* (Month, Day, and Year dropdown menus)
- SSN:* (text input with placeholder "###-##-####")
- Re-enter SSN:* (text input with placeholder "###-##-####" and a checkmark icon)
- Address Line 1:* (text input)
- Address Line 2: (text input)
- City:* (text input)
- State:* (dropdown menu with "Select State" option)
- Zip:* (text input)
- Country:* (dropdown menu with "United States" option)

At the bottom right, there are "Cancel" and "Continue" buttons.

4. Then you will set up your security questions. These questions are used to reset your log in information in the event you lose it.

Sign-Up: Security Information

Select four security questions and enter the answers.

(Fields marked with a "*" are required.)

Security Question One:* In what city did you get engaged? **Answer:***

Security Question Two:* Name of the place where your wedding reception was held. **Answer:***

Security Question Three:* What color was the interior of your first car? **Answer:***

Security Question Four:* What high school did your significant other attend? **Answer:***

Cancel Previous Continue

- Then you will need to create a username, password, and pin number. Enter your phone number and then finally the security verifier image.

PAYCHEX FLEX HR

1 Personal Information 2 Security Information **3 Account Information** 4 Security Level

Sign-Up: Account Information

(Fields marked with a "*" are required.)

Create Username:* ?

Create Password:* **Verify Password:*** ✓ ?

Create PIN:* **Verify PIN:*** ✓ ?

Primary Telephone is used for validation. Extensions are supported, but not preferred.

Primary Telephone:* **Extension:**

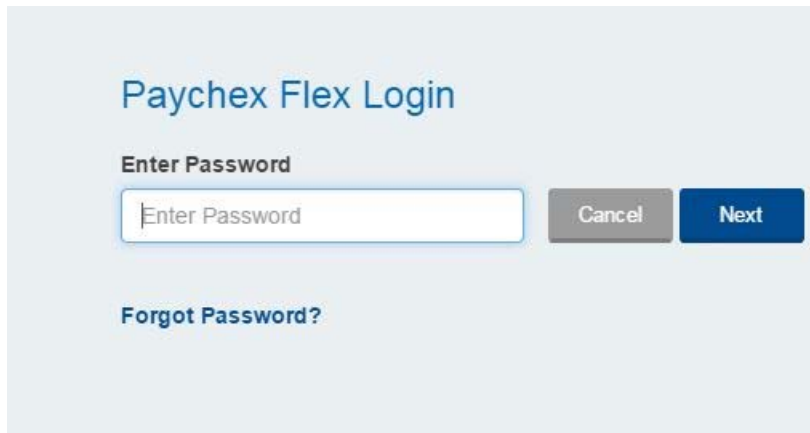
Secondary Telephone: **Extension:**

Security Verifier:* ?

Enter the eight characters as shown in the image to the left.

Cancel Previous Continue

- After you have all of that information filled in, please click continue.
- You will then be asked to put in your password to log in for the first time.



Now to find your check stubs and W2s.

1. Look in the top right corner of the webpage. You should see an icon that says “documents”



2. Click on “documents” and when the page is done loading, you will see “most recent”, “check stubs”, and W2s” on the left hand side of the page. Click on “check stubs” for a full list of your paystubs.

CATEGORY	CHECK STUB
Most Recent	Name/Net Pay
Check Stub	Check Stub, \$940.35
W-2	Check Stub, \$737.70
	Check Stub, \$525.26
	Check Stub, \$365.40
	Check Stub, \$362.12
	Check Stub, \$667.89
	Check Stub, \$683.87
	Check Stub, \$465.34

If for any reason the above steps do not work, please call our Paychex Flex Tech Support team at 888-246-7500. Hours of operation are 8am EST. to 8pm EST.

Also, once you have the account set up with a username and password on a computer, you will be able to access your information on the Paychex Flex app available for Android and Iphone.

This is a link to the download page:

<http://www.paychex.com/demos/mobile-app/>