PAYCHEX

Paychex Flex Registration

Getting started with Paychex® FlexSM 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.

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.

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

Personal Information

Complete the Personal Information page.	Hover your cursor over a field in the image below to view an enlarged image.					
Step 1: Enter the requested personal information.	PAYCHEX FLEX					
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The Warnings & Errors message will display if a required field is left bank.	venose arabetera sociony nonnece eccon nonnece sociony com Sign-By: Personal Information					
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Step 2: Click Continue.	Problems" No. Lostiene"					
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Make sure you have accurate information when setting up a new account, such as full name and SSN. We	EASI CHARTY					
need this information to verify your identity. Do not enter	Marcia a Dag a Nag a Angla a Ang					
false or temporary information.	A STATE AND A STAT					
Important! If you're already registered as an online						
user, do not register again. You can request access	Eller Blac Blac Course C					
to multiple accounts from within the Paychex Flex	Conc.					
application.	copyright ocent of physical, inc. Contact of the Learn More Security Legel					

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 enlarge					
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Account Information

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Step 2: Click Continue.	Proceed information docump information Account information docump Local Sign-Up: Account Informations			
elow are a few things to consider: • Username has to be unique.	processes and an and a set in register () Constant Research Constant Research Constant Research Very Preservator			
 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. 	Ren Narret Marchanica Marcha			
 Hover your mouse over the question mark for an explanation of what's required for each field. 	Eder Bergel Characters at door in the project to ed.			
 This is a secure site. Paychex does not share your information. 				



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Employee Log-In

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.	Paychex Flex Login
Step 2: Enter the Username and Password and click Next.	Enter Username Next
Click Forgot Username or Password if you forget your password or username.	Sign-Up - Forgot Username or Password?

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.

Contact Us	Т	Help	Т	Learn More	Т	Security	Legal

