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.

> *i* **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.*

Paychex Flex Login

Enter Username

Enter Username | Next |

Sign-Up · Forgot Username or Password?

Personal Information

> *i* **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*

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.

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.
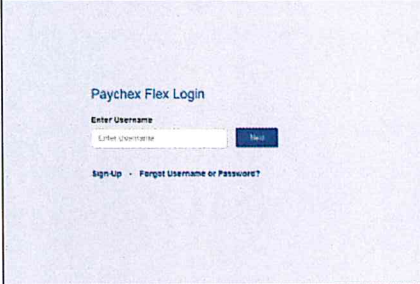
Employee Log-In

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.*

Paychex Flex Login

Enter Username

Sign-Up · Forgot Username or Password?

Need Assistance?

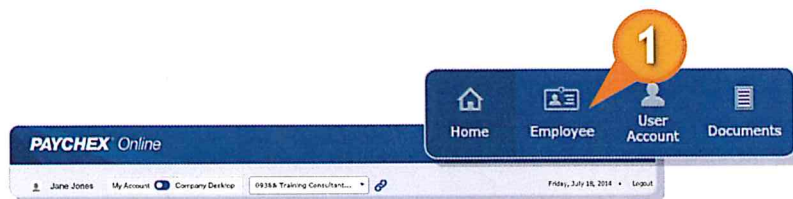Please contact your client administrator for assistance with registering for and accessing Paychex Flex.

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 | Help | Learn More | Security | Legal

Accessing Your Personal and Payroll Information

Click the **Employee** icon **(1)** to view your personal and payroll information.

Up to six categories display in the left-navigation menu.

Categories contain the following information:

- **Personal** — Name, address, phone numbers, and employment status
- **Time Off** — Your accrual rate and current balance for any policies maintained by your employer
- **Bank Accounts** — Net pay direct deposit information and any allocations
- **Taxes** — Filing status for federal, state, and local taxes (if applicable)
- **Compensation/Pay** — Pay information, including your rate of pay or salary and additional recurring earnings or compensation
- **Deductions** — Recurring paycheck deductions

Edit Feature

If you have access to edit personal information, an **Edit (1)** button displays on certain fields in the Personal category.

You may change your address, phone numbers, and email addresses. Changes you make here will update your employer's payroll records.

i *Updates to this information may change your state or local tax withholding status. Contact your employer with the effective date of this change.*

i *If your employer permits, you can add, edit, and delete Direct Deposit bank account information. Depending on when you make a change, it may not take effect with your next check.*

i *If your employer permits, you can edit your tax information. You may need to send additional information to your payroll administrator.*

Support

Direct questions to the following resources:

- If you have questions about your personal and payroll information, contact your employer.

- If you have questions about username and password resets or accessing the site, click the **Forgot Username or Password** link **(2)** on the Login page of Paychex Online.

Accessing Your Check Stubs or Copies of Forms W-2 / 1099-MISC
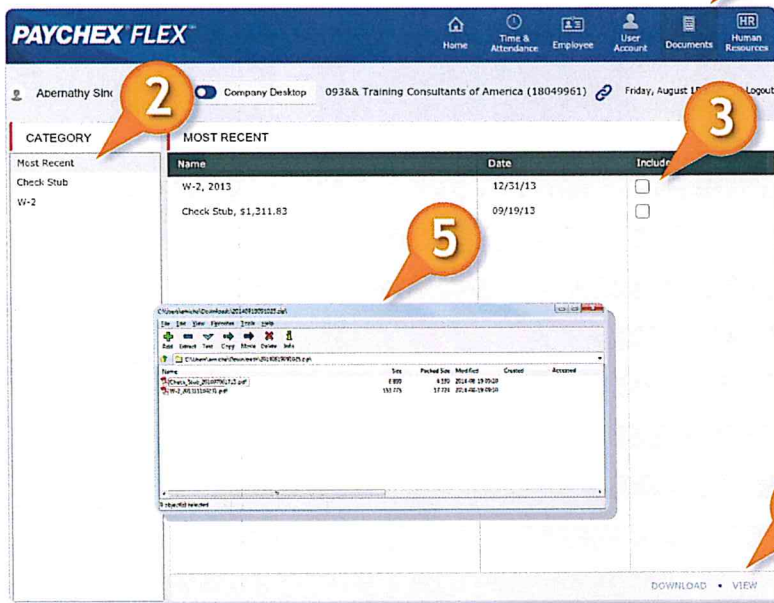
Documents Screen

Click the **Documents** icon **(1)** to view or download your check stubs or copies of your Forms W-2 / 1099-MISC. Click **Most Recent (2)** to retrieve your most recent check stub or Form W-2 / 1099-MISC. From the Category list, click **Check Stub, W-2,** or **1099-MISC** to access documents for other check dates or years.

Select the **Include (3)** checkbox to choose a document.

Click **VIEW (4)** to open a PDF version of the file, or click **DOWNLOAD** to save the file to your computer without viewing it first.

> *i* Check with your employer to determine whether you can access your check stubs or copies of your Forms W-2 / 1099-MISC online.

> *i* Refer to Help content for more information.

> *i* A "zip" file **(5)** is created when more than one document is downloaded at the same time.
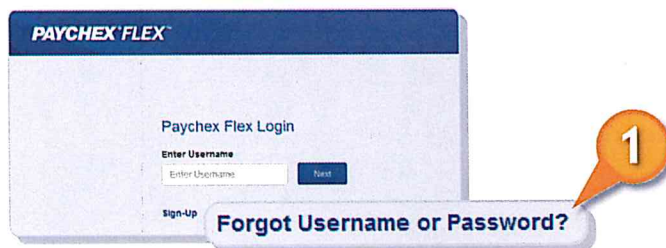
Copies of Forms W-2 / 1099-MISC

The Forms W-2 / 1099-MISC available from this screen are copies only; your employer will provide you with file-ready forms.

You may access your Form W-2 / 1099-MISC from the previous year by the third Friday in January. Check your Paychex Flex Home page for statement availability.

Support

Direct questions to the following resources:

- If you have questions about the information on your check stub or Forms W-2 / 1099-MISC, contact your employer.

- If you have questions about username and password resets or accessing the site, click the **Forgot Username or Password?** link **(1)** on the Login page of Paychex® Flex℠.

i | Forms W-2 / 1099-MISC may be available for up to four years depending on the services your employer subscribes to.

i | Check stubs are available for up to two years from the time your employer subscribed to the service.