



Step 1. Go to www.mypaychex.com

Step 2. Click Register

Step 3. Enter the security check

Step 4. Select the service Human Resource Online

- Company ID: 0483 3474
- Human Resource Online Username: first initial, last name (lowercase) example: John Doe = jdoe
- Human Resource Online Password: JD1234 (Capital first initial, Capital last initial, Last four # of SSN).
- Click Verify Account

Step 5. Enter your personal information

Step 6. Complete MyPayChex Login Information

- Username: Create a new one (follow directions)
- Password: Create a new one (follow directions)
- Complete the rest of the security questions

CREATE Your MyPaychex Account

DO NOT: click on Bookmark my Paychex

CLICK ON: I'll book my paychex later (I'm not sure what operating system you are using and I don't want you to lose where to go)

Save www.mypaychex.com in your favorites so you can access your paystubs

Note:

- Right now you just have access to view and print your paystubs.
- You will have access to change personal information if it changes in the future (more to come)

If you have any questions or cannot access your account, please contact your recruiter or email Hannah Crucet or the Payroll Team at: hcrucet@cellstaff.com / payroll@cellstaff.com