

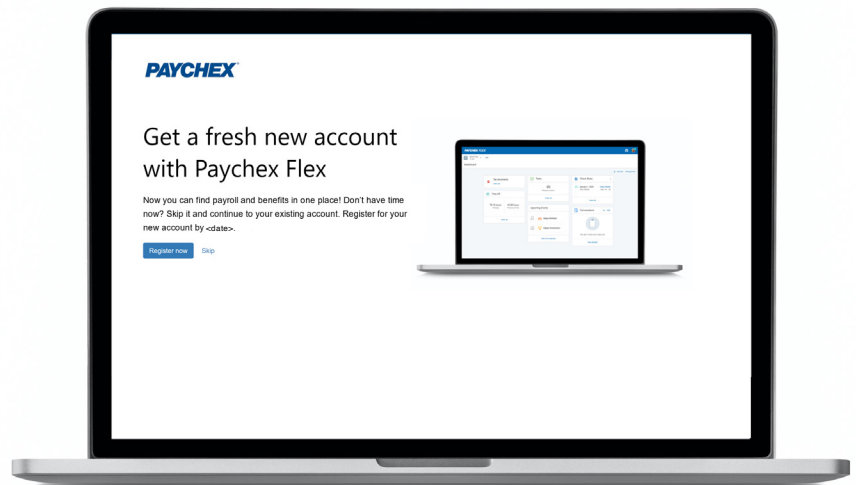
Registering for your Paychex Flex® Account



What You Will Need:

You may need one or more of the following items to begin:

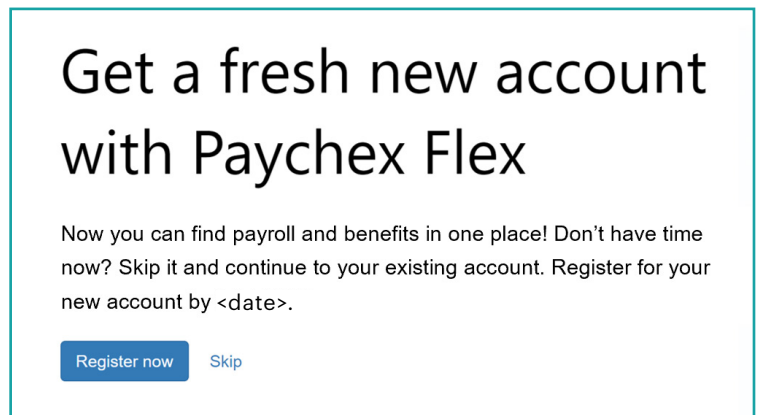
- **Personal information**, including social security number, primary telephone, address
- **Primary email address** that you can access



Registering For Your Account

1. You'll be prompted to register for a Paychex Flex account. Click **Register now** to get started.

You can skip registration for up to ten days. After your grace period has ended, you'll be required to register for your new account. During your grace period, you will only see the prompt once a day, whether you select register now or skip. After your grace period, you will be prompted to register each time you log in.



The registration prompt will display when you access your account. Depending on your applications you may log in through MyPaychex, PHS, benefits.paychex.com, or online.paychex.com.

Registering For Your Account

2. Enter your personal information. Some information may already be entered for you. Please review for accuracy.

Already have a Paychex Flex account? Click **Link previous account** to log in with your existing account. You'll then link your new account and skip the rest of the registration process.

If you're an administrator and registering for your new account, your screen will appear slightly different. You'll only be required to enter your name and contact information.

The screenshot shows a registration form with a progress indicator at the top: 'About you' (active), 'Login details', and 'Security settings'. Below the progress bar is a 'Welcome' message with a handshake icon and a 'Link previous account' link. The 'Personal information' section includes fields for First Name, MI, Last Name, SSN, Re-enter SSN, Birth Date (with a calendar icon), Address one, Address two, City, State, ZIP, ZIP ext, and Country. The 'Contact information' section includes fields for Phone, Ext, and Email. A 'Continue' button is at the bottom right, with the text 'Next Up: Login details' below it.

Progress: About you | Login details | Security settings

It's nice to meet you
Are the i's crossed and the i's dotted? Make any changes you would like. Already have an account with us from another company? You'll need to log in to Paychex Flex and link your existing account instead.
[Link previous account](#)

Personal information

First name * Last name *
First Name MI Last Name

SSN * Re-enter SSN *
*** ** *****

Birth Date *
01/01/1999

Address one *

Address two

City * State *
Country *
ZIP * ZIP ext United States

Contact information
This information is used to verify your identity, send account updates, and to recover your username and password if needed.

Phone * Email *
(555) 555-5555 Ext sample@paychex.com

[Continue](#)
Next Up: Login details

Registering For Your Account

3. Create your new username, password, and PIN. Refer to the on-screen tips to ensure you meet all the requirements.

Your Paychex Flex username must be different than the username(s) you use for other Paychex applications.

Registration is easy to complete on your own; however, if during registration you require help, use the chat icon to connect with one of our agents.

Let's set up your account
Create an easy-to-remember username and a secure password - you'll need both to get into Paychex Flex.

Username tips

- 8 to 18 characters
- You can use letters, numbers, hyphens, periods, and underscores

Password tips

- 8 to 32 characters
- At least one uppercase and one lowercase letter
- At least one number
- You can use letters, numbers, hyphens, periods, underscores, and parentheses
- Cannot contain username

PIN tips

- 4 to 10 numeric characters
- This extra security measure helps confirm you're you

[Back](#) [Continue](#)

Return To: About you Next Up: Security settings

Registering For Your Account

- Secure your account. Provide answers to security questions of your choice. Choose the security level that best fits your needs.

After you've completed all the required fields, click **Finish** to create your Paychex Flex account.

You must enter unique answers to each of your security questions. You cannot enter the same answer twice.

The screenshot shows the 'Security settings' step of the registration process. At the top, a progress bar indicates that 'About you' and 'Login details' are completed, while 'Security settings' is the current step. The main heading is 'Keep it all secure' with a sub-heading 'Set these security measures to help protect your identity and information.' Below this is the 'Security Questions' section, which includes a brief instruction: 'On occasion, you'll answer one of these questions when logging in. Pick four easy ones, then enter your answers.' There are four questions, each with a dropdown menu for the question and a text input field for the answer. The questions are: 1. 'What is your favorite place from your childhood?', 2. 'What is your youngest child's nickname?', 3. 'What is the last name of your significant other's youngest sibling?', and 4. 'What year do you plan on retiring?'. Below the questions is the 'Security Level' section, which asks the user to choose an option for more peace of mind. The first option, 'Receive verification code by phone when logging in from an unrecognized device', is selected. The second option is 'Receive verification code by phone every login'. There is a link for 'Show alternative security options'. Below that is the 'Verification Code Delivery Options' section, with three radio button options: 'In a text message*' (selected), 'In a voice message', and 'Ask me every time'. A footnote states '*Text and data rates may apply'. At the bottom, there is a checkbox for 'I acknowledge I understand my security settings.' and two buttons: 'Back' and 'Finish'.

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Registering For Your Account

5. You will now be able to log in at paychexflex.com. You'll be greeted with a quick overview of Paychex Flex during your first login. Take the tour for more tips.

Important: Once your new account has been created, you'll need to go to www.paychexflex.com to access your Paychex applications.

