

# Flex Registration Aid

First be sure you are only using Google Chrome or Mozilla Firefox (Internet Explorer is not supported and will not work). Microsoft Edge will also work.

[Download Chrome here](#)



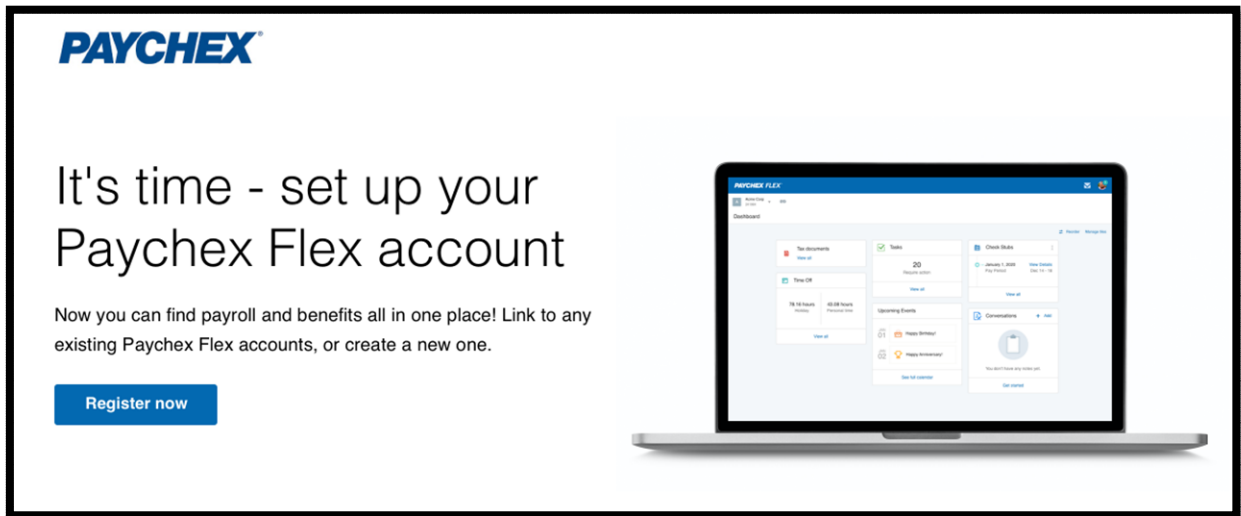
[Download Firefox here](#)



**Do not use Internet Explorer**




**Step 1: Log into your account as normal ([www.mypaychex.com](http://www.mypaychex.com), [benefits.paychex.com](http://benefits.paychex.com) or [online.paychex.com](http://online.paychex.com)). When you receive the prompt to register (shown below), select Register Now.**

A promotional banner for Paychex Flex. On the left, the Paychex logo is at the top. Below it, the text "It's time - set up your Paychex Flex account" is displayed in a large, black, sans-serif font. Underneath this, a smaller line of text reads: "Now you can find payroll and benefits all in one place! Link to any existing Paychex Flex accounts, or create a new one." At the bottom left of this section is a blue button with the text "Register now". On the right side of the banner is a laptop displaying the Paychex Flex dashboard. The dashboard has a blue header and several white panels with various icons and data points, including "Payroll", "Benefits", and "Check Status".

## Step 2: Fill out all required fields and select Continue

○ ————— ○ ————— ○  
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 \*

ZIP \* ZIP ext Country \*  
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

Next Up: Login details

Click here **ONLY** if you have logged into Paychex Flex for another company in the past.

Use your cell phone number to allow for easier security settings later in the process. If you do not have a cell number, enter a direct number (home or work). Use your PERSONAL email address.

Step 3: Create Username, Password and Pin number then select Continue. This username should be unique to Paychex and should not be the same as usernames you have used in the past.

Progress indicator: About you (checked), Login details (current), Security settings (dashed)

**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\***

Username tips

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

**Password\***

Re-enter Password\*

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\***      Re-enter PIN\*

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

## Step 4: Select your Security Questions and Set your security level then acknowledge and Finish

**\*Make sure that you choose a cell phone if choosing the text option\***

The screenshot shows the 'Security settings' page with three progress indicators at the top: 'About you' (checked), 'Login details' (checked), and 'Security settings' (unchecked). The main content is divided into two sections: 'Security questions' and 'Security level'.

**Security questions**  
On occasion, you'll answer one of these questions when logging in. Pick four easy ones, then enter your answers.

Question 1 \*  
What was your favorite sport as a child? Answer \*

Question 2 \*  
What was the year of your favorite moment? Answer \*

Question 3 \*  
Where would you go on your ideal vacation? Answer \*

Question 4 \*  
What model was your first car? Answer \*

**Security level**  
For even more peace of mind, choose an option below.

Receive verification code by phone when logging in from an unrecognized device  
 Receive verification code by phone every login  
[Hide alternative security options](#)

**Verification Code Delivery Options**  
 In a text message\*  In a voice message  Ask me every time  
\*Text and data rates may apply

I acknowledge I understand my security settings.

[Back](#) [Finish](#)

Return To: Login details

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If you added your cell phone in step 2, choose to receive verification by phone in a text or call as shown above.

If you do not have access to the number from step 2 at all times, select "Show alternative security options" and choose "Answer security questions when logging in".

## Step 5: Confirm Identify and Finish

The screenshot shows a progress bar at the top with four steps: 'About you', 'Login details', 'Security settings', and 'Identity verification'. The first three steps are marked with green checkmarks, while the fourth is marked with an empty circle. Below the progress bar is a central card with a yellow link icon and the text: 'One more thing, let's confirm your identity. To finish setting up your new Paychex Flex account, we need to confirm you're you. We've already got your current ZIP Code. Please enter the ZIP codes from any other places you've lived.' Below this text are three input fields, each labeled 'ZIP\*'. At the bottom left is a 'Back' button and the text 'Return To: Security settings'. At the bottom right is a 'Finish' button.

**Step 6: Check the email account that was assigned as the user email for a verification email and follow prompts within the email to confirm log in credentials, once this is complete you will be able to access your new Flex account.**

**After you have successfully created your account, you will use [www.PaychexFlex.com](http://www.PaychexFlex.com) moving forward to access your account. Please bookmark that site in Chrome or Firefox (not Internet Explorer).**

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**If you receive an error during registration or are missing information after, please take a screenshot of the error and email it to [UserMigrationSupport@paychex.com](mailto:UserMigrationSupport@paychex.com). One of our representatives will set up a time to work with you to resolve the error. Please include your name, the best number to contact you at and your company's Paychex Identification number in your email. This will help us more quickly resolve your issue. You can receive your company's Paychex ID number from your Payroll Administrator. It will be an 8-digit code in this format: 04##-####**