

Paychex Flex Registration

INTRODUCTION

Getting started with Paychex FlexSM is easy! Follow the steps below to register for your new Paychex FlexSM account!

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

[Sign-Up](#) • [Forgot Username or Password?](#)



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

Personal Information

PAYCHEX FLEX

1 Personal Information 2 Security Information 3 Security Level 4 Account Information 5 Email Verification

Sign-Up: Personal Information

Welcome to the PAYCHEX FLEX system. To register your account, complete the information below.
(Fields marked with a * are required.)

Complete the Personal Information page.
Step 1: Enter the requested personal information.
The Warnings & Errors message will display if a required field is left blank.
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.

First Name:* MI: Last Name:*

Date of Birth:*
Month: Day: Year:

SSN:* Re-enter SSN:*
 ✓

Primary Telephone:* Extension: Secondary Telephone: Extension:

Please enter the home address that matches your payroll records. If another address is used, we may not be able to set up your account.

Address Line 1:* Address Line 2:

City:* State:* Zip:* Country:*
 Select State United States

Security Information

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Sign-Up: Security Information

Select four security questions and enter the answers.
(Fields marked with a "*" are required.)

Security Question One:* **Answer:***
 What is the last name of your significant other's youngest sibling?

Security Question Two:* **Answer:***
 Other than where you live, what's your favorite city?

Security Question Three:* **Answer:***
 What is your spouse's nickname?

Security Question Four:* **Answer:***
 What model was your first car?

Security Level

PAYCHEX FLEX

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Sign-Up: Security Level

From time to time, the enhanced login process may require more information to complete your login. Please choose a security level you'd like us to use to provide this information:

Maximum Security
 Send me a verification code:
 When I log in from an unrecognized device (recommended) ?
 Every time I log in ?

Alternative Security
 Ask me a security question when I log in from an unrecognized device ?

Select a default method to receive verification codes. You will be able to update the default method in your profile.

Phone
 (XXX) XXX-6450 Text Me Call Me Ask Every Time

Note: Message rates may apply for text option. Reply HELP to help. Reply STOP to cancel.

I acknowledge I have read and understand the user security levels.*

Account Information

1 Personal Information
2 Security Information
3 Security Level
4 Account Information
5 Email Verification

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 service (i.e. Payroll, Reporting, etc.). 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.

Sign-Up: Account Information

(Fields marked with a "*" are required.)

Create Username:* ?

Create Password:* Verify Password:* ✓ ?

Primary Email:* Verify Email:* ✓

Create PIN:* Verify PIN:* ✓ ?

I'm not a robot

Activate Your Account

1 Personal Information
2 Security Information
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After all previous steps have been completed, you will receive an email verification to the address you used to register.

Activate your account by using the link provided in the body of the email.

PAYCHEX FLEX®

Sign-Up: Check Your Email

Success! Email sent to jsmith@paychex.com. Open it, and use the link to activate your account.

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, including articles, videos, and step-by-step tutorials, click the Help Center icon, located at the bottom of any Paychex Flex screen, after you log into the system.

