Paychex Flex Registration

▄█ INTRODUCTION

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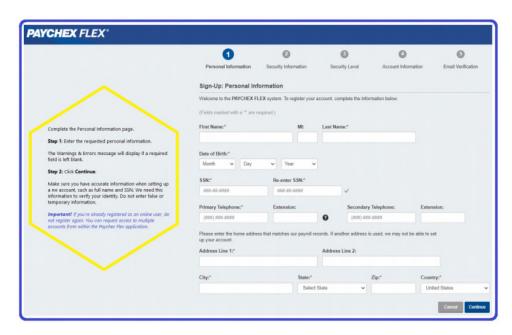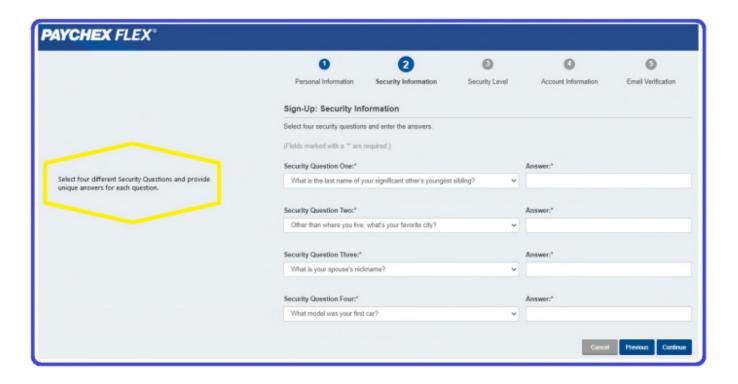
Sign-Up

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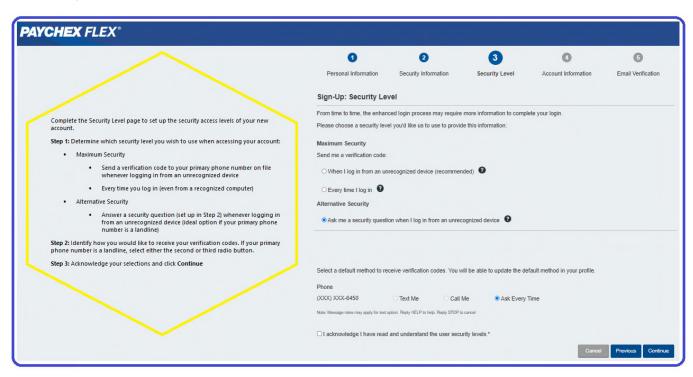
Personal Information

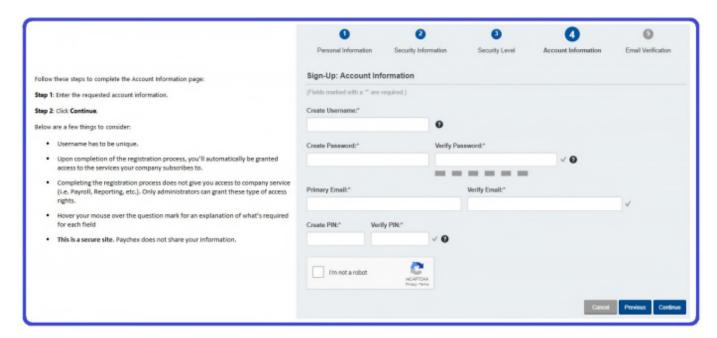# Security Information

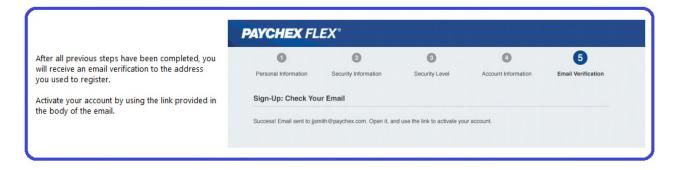# Security Level

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 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.

Activate Your Account

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.

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.

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.