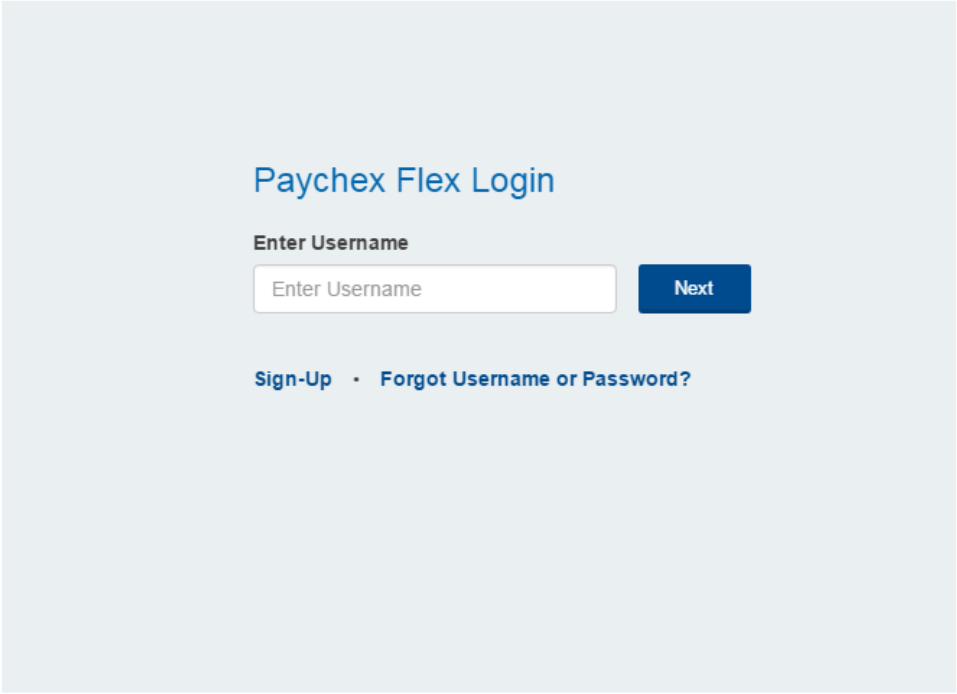
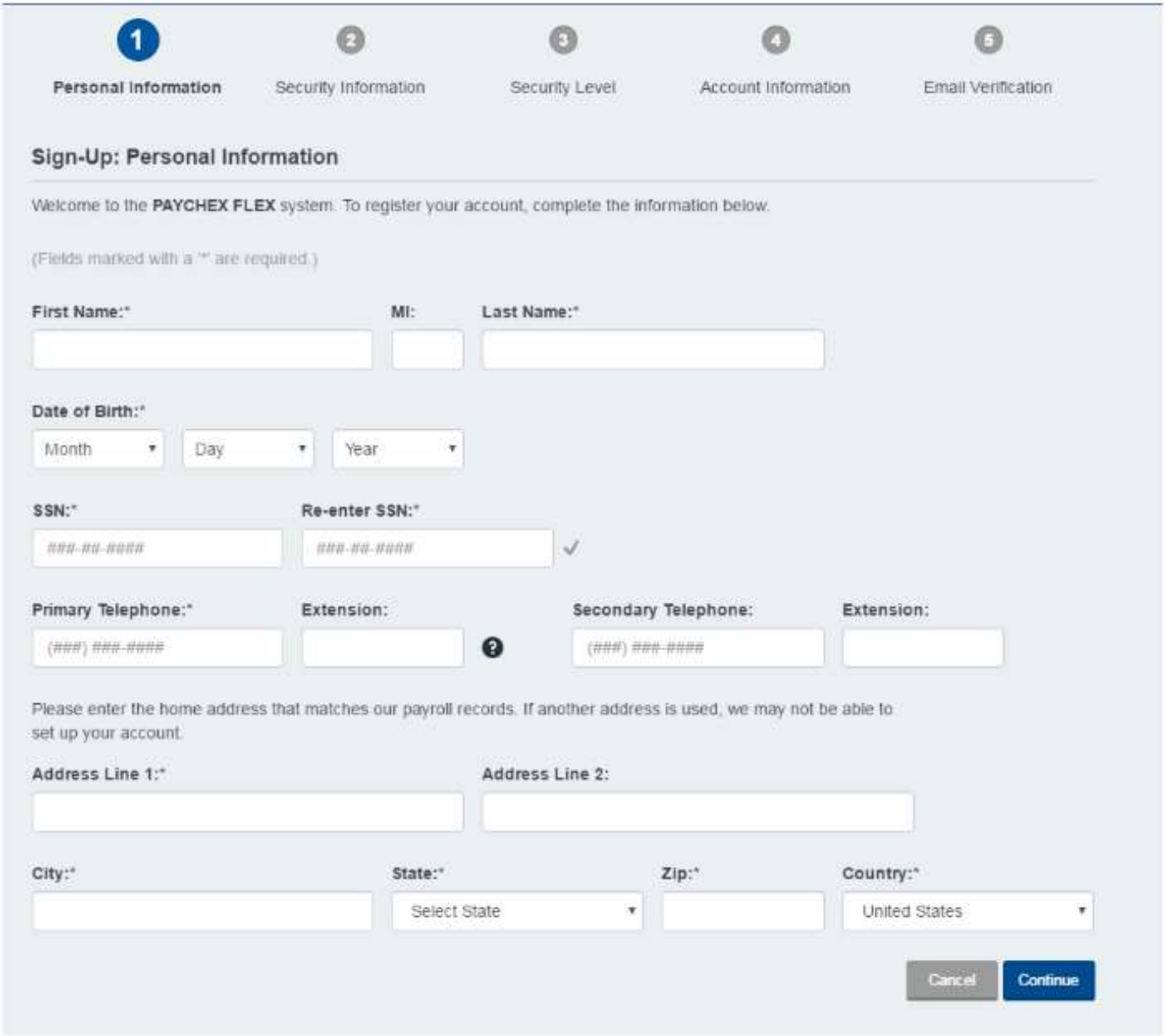
1. Go to www.paychexflex.com

2. At the welcome screen click on signup

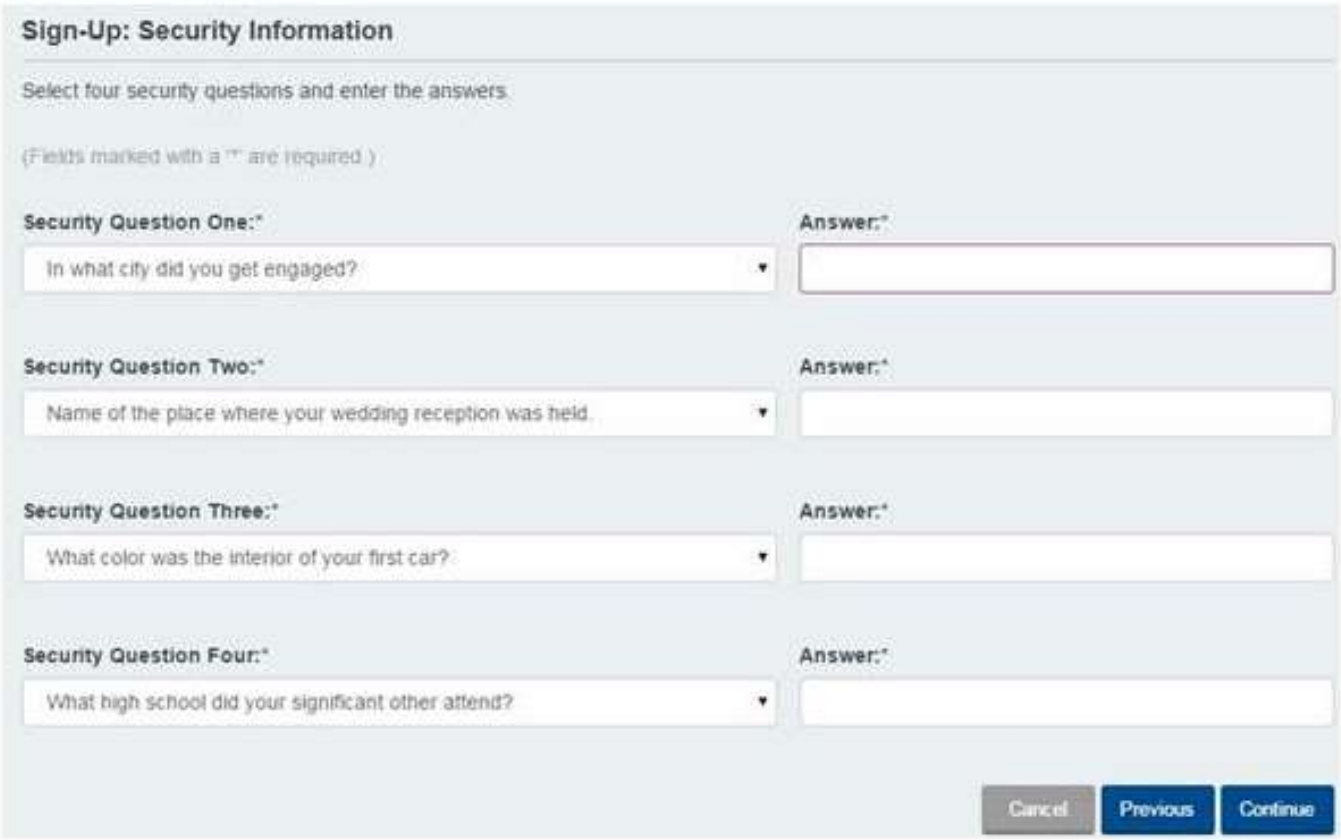


3. Fill out personal information.



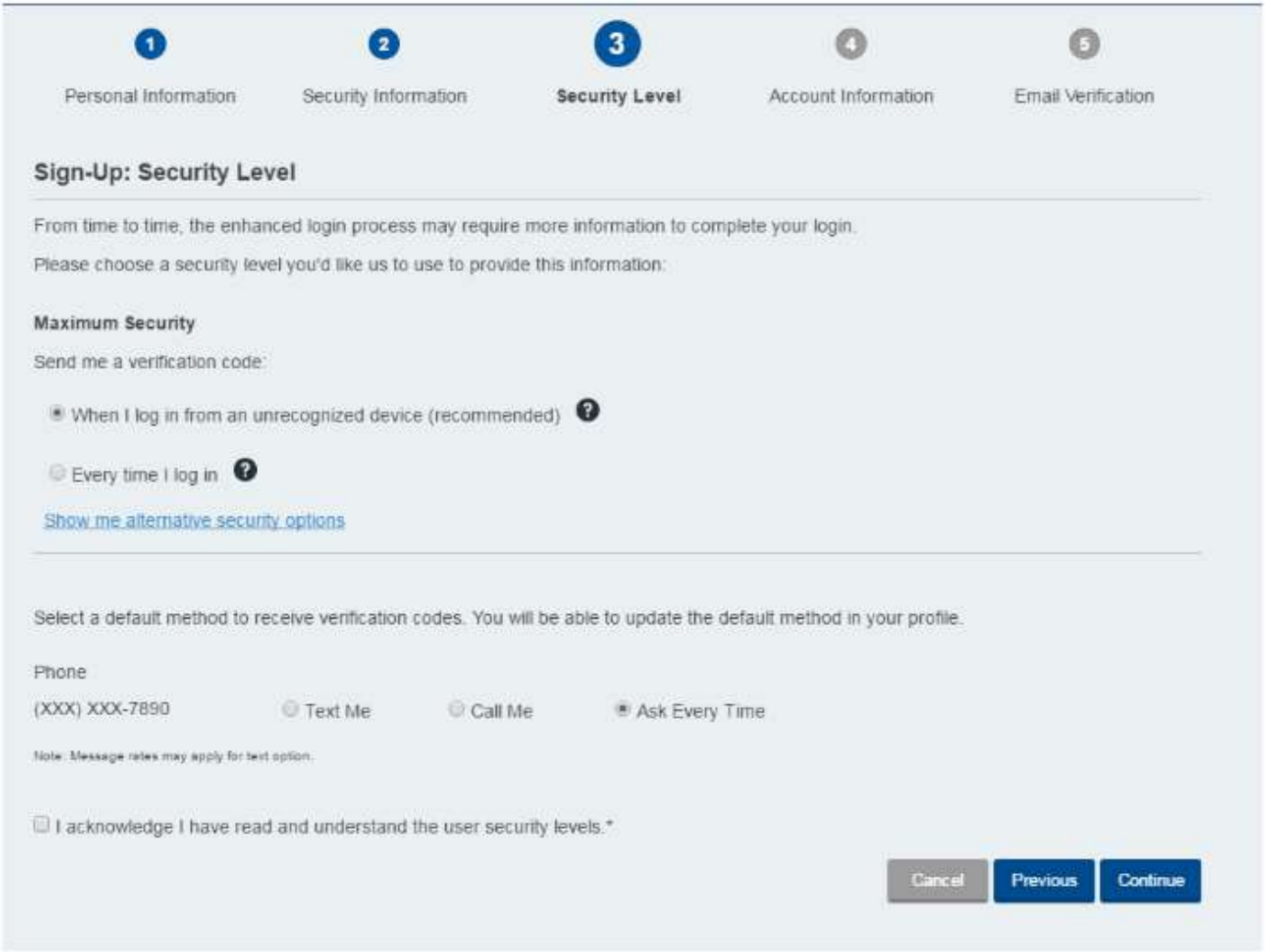
4. Click continue

5. Then you will set up your security questions. These questions are used to reset your log in information in the event you need to reset it.



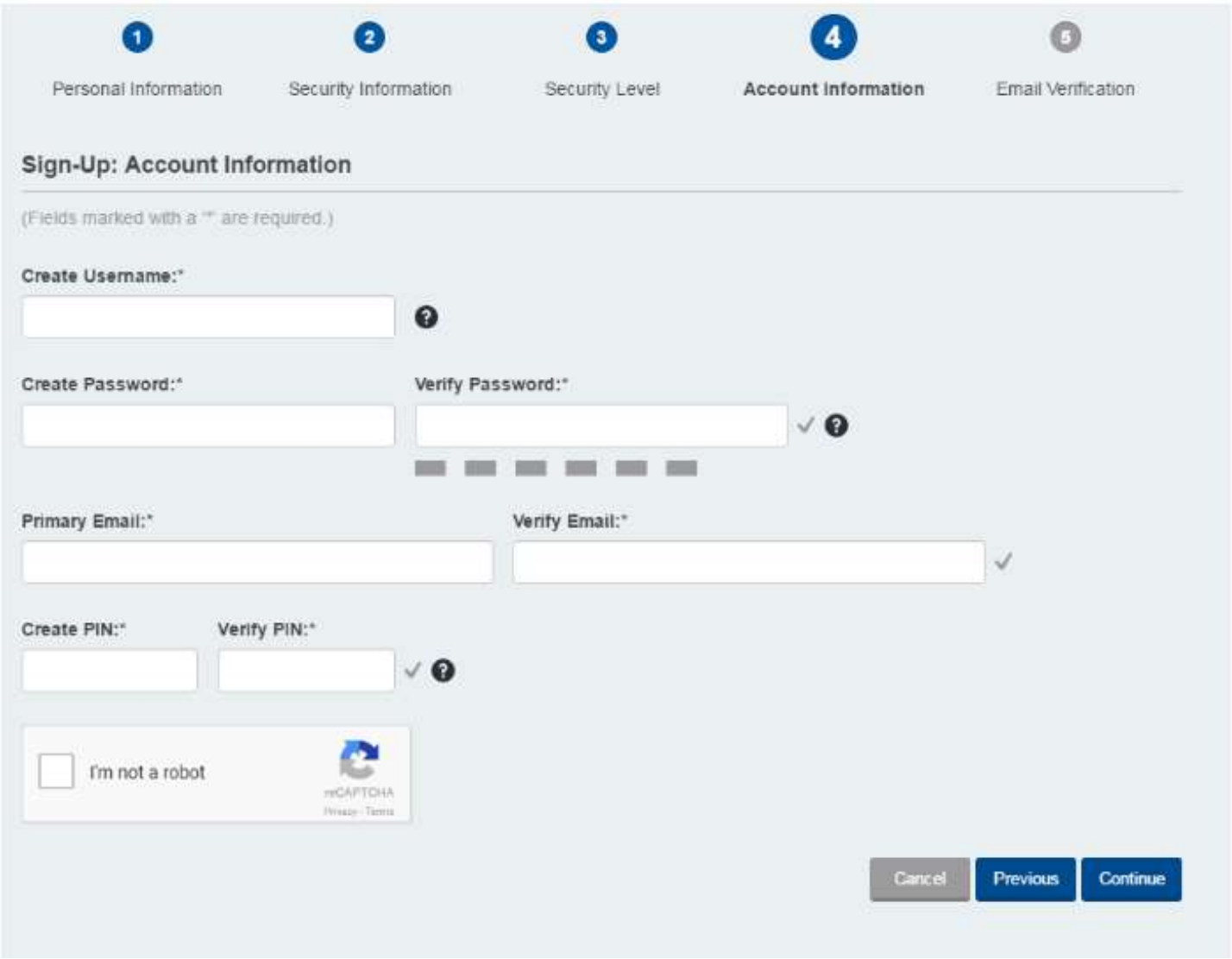
6. Click continue

7. Then choose your security level and check the box next to "I acknowledge I have read and understand the user security levels."



8. Click Continue

9. Fill out Account information



10. Click continue.

11. Open you email account and find the email from noreply@paychex.com to activate your account.

1 Personal Information

2 Security Information

3 Security Level

4 Account Information

5 **Email Verification**

Sign-Up: Check Your Email

Success! Email sent to [redacted]. Open it, and use the link to activate your account.