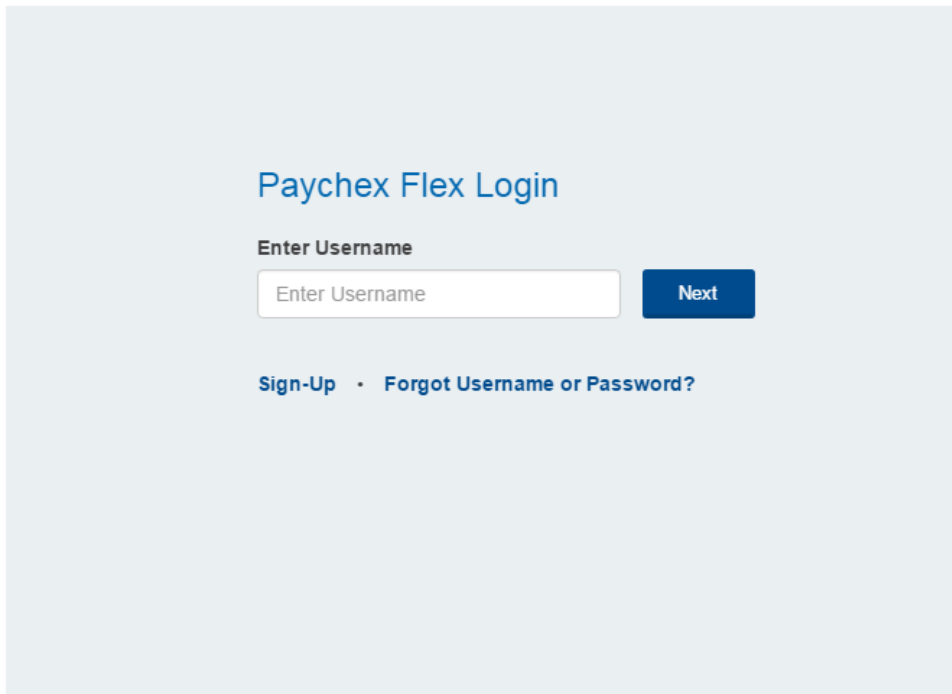


1. Go to www.paychexflex.com

2. At the welcome screen click on signup



Paychex Flex Login

Enter Username

Next

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

3. Fill out personal information.

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.)

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 our 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:***

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.

Sign-Up: Security Information

Select four security questions and enter the answers.

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

Security Question One:*

In what city did you get engaged?

Answer:*

Security Question Two:*

Name of the place where your wedding reception was held.

Answer:*

Security Question Three:*

What color was the interior of your first car?

Answer:*

Security Question Four:*

What high school did your significant other attend?

Answer:*

Cancel

Previous

Continue

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."

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

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 **?**

[Show me alternative security options](#)

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

Phone
(XXX) XXX-7890 Text Me Call Me Ask Every Time

Note: Message rates may apply for text option.

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

8. Click Continue

9. Fill out Account information

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

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 

Cancel Previous Continue

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.