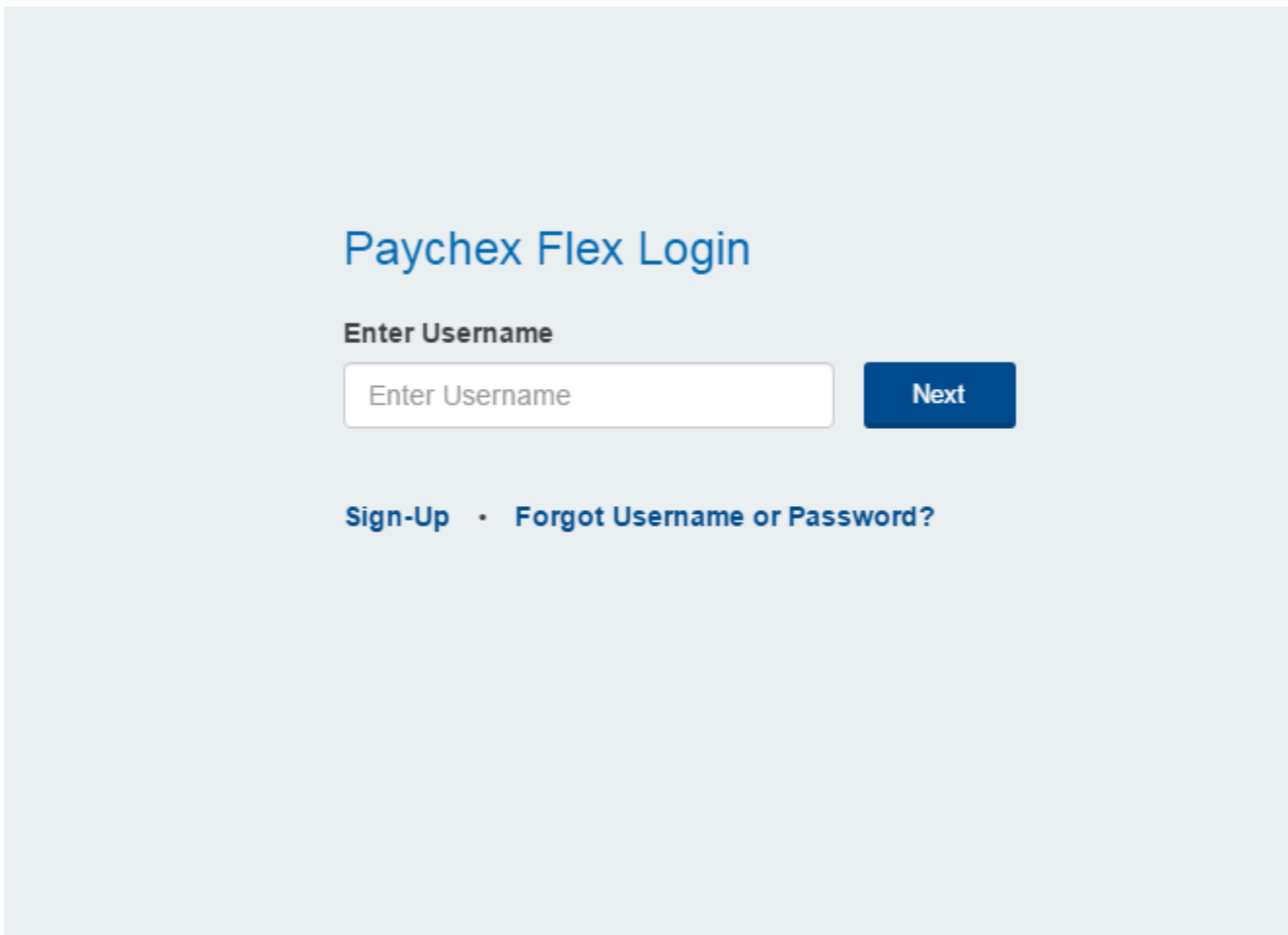


Paychex FLEX Registration - Employee Solution

NOTE: This cannot be done from a mobile device like a phone or tablet. So must be performed on a desktop or laptop computer before the mobile app will work.

NOTE: This is for employees only. Administrators will need to be set up by their payroll specialist.

1. Go to www.paychexflex.com
2. At the welcome screen click on signup



Paychex Flex Login

Enter Username

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

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:*****SSN:*****Re-enter SSN:*****Primary Telephone:*****Extension:****Secondary Telephone:**

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:***

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

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.*

Continue

8. Click Continue

9. Fill out Account information

1

2

3

4

Personal InformationSecurity InformationSecurity LevelAccount 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


reCAPTCHA
[Privacy - Terms](#)

Cancel

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

Sign-Up: Check Your Email

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

Keywords Registration, Paychex Flex, FLEX, account setup, registration, Employee Registration

Solution Properties

Solution ID

161010110821649

Last Modified Date

10/26/2017 2:17 PM

Author
Icarabal