



Employee Training

Employee Registration

SUPPORT

For Payroll Support: Contact your local branch representative.

For Paychex Flex services, login, registration, reports, check stubs, and Forms W-2, call:

888-246-7500

Minimum System Requirements

Application screens are representational only. Your view of Paychex Flex may vary based on your product suite and the device you're using.

Paychex Flex

1. Visit paychexflex.com.
2. Click **Sign-Up**.
3. Complete the required personal information.
4. Click **Continue**.
5. Select four different security questions and provide a unique answer to each question.
6. Click **Continue**.
7. Create a unique username.
8. Create a password which meets the required criteria.
Note: Click ? to reveal the required criteria.
9. Type your Personal Identification Number (PIN). This PIN must be 4-10 numeric characters in length.
10. Type a phone number.
Note: This phone number will be used in certain login situations and in password reset scenarios.
11. Type the text into the image in the Security Verifier field.
12. Click **Continue**.
13. Select your desired security level. (Please view the video above for detailed descriptions of each level.)
14. Click **Continue**.

Congratulations! You are now successfully registered to access Paychex Flex.