

How to Move from MyPaychex to Your Paychex Flex Login

Paychex, the site where you view your paystubs and tax forms, is moving to a new single sign-on platform for a better login experience and additional security! This change will require your action to create a new account once you are prompted to register by the Paychex system.

### What You Will Need

You will need the following items to begin the registration process:

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#### » Personal information

- o Social security number
- Primary phone number
- o Address
- » Primary email address that you can access

### **Registering for Your Account**

**STEP 1:** Go to <u>https://landing.paychex.com</u> and log in to initiate the registration prompt.

<b>PAYCHEX</b> Welcome To MyPaychex	Paychex.com Contact
Login Username: username	MyPaychex Tools      How to Use MyPaychex     How to Use MyPaychex One-Source Solutions     Minimum Requirements
	Register Now         If you do not have a MyPaychex account.         What is MyPaychex?         • It's a self-service portal to all your Paychex services and accounts.         • Convenient - all your services in one place.         • Less to remember - just one username and password.         Register         How Do I Register?



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**STEP 2:** You'll be prompted to register for a Paychex Flex account.

Click **Register now** to get started.

#### PAYCHEX

Get a fresh new account with Paychex Flex Now you can find payroll and benefits in one placet Don't have time now? Skip it and continue to your existing account. Register for your



**STEP 3:** Enter your personal information.

Some information may already be entered for you. Please review for accuracy.

**NOTE:** Make sure the email address is a primary email that you have access to.

This is the email that will be used if you ever need to recover your username or password.

	Link previous account	
Personal inform	ation	
First name *	MI	Last name *
SSN *		Re-enter SSN *
Birth Date	-	
Address one *		
Address two		
City *		State •
ZIP *	ZIP ext	Country * United States
Contact information is username and particular to the second seco	<b>tion</b> s used to verify your identity ssword if needed.	; send account updates, and to recover your
		Email •



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**STEP 4:** Create your new username, password, and PIN.

Refer to the on-screen tips to ensure you meet all the requirements.

**NOTE:** Your Paychex Flex username must be different than the username(s) you used for other Paychex applications.

About you	Login details	Security settings
Le Cre bot	t's set up your account sate an easy-to-remember usern h to get into Paychex Flex.	ame and a secure password - you'll nee
		Username tips
Username*		<ul> <li>8 to 18 characters</li> <li>You can use letters, numbers, hyphens, periods, and underscores</li> </ul>
		Password tips
Password*	Ø 	8 to 32 characters     At least one uppercase and one     lowercase letter     At least one number
Re-enter Password	*	<ul> <li>You can use letters, numbers, hyphens, periods, underscores, and parentheses</li> </ul>
		Cannot contain username
		PIN tips
PIN*	Re-enter PIN*	<ul> <li>4 to 10 numeric characters</li> </ul>
		<ul> <li>This extra security measure helps confirm you're you</li> </ul>
Back		Continu



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**STEP 5:** Provide answers to security questions of your choice. Choose the security level that best fits your needs.

**NOTE:** You must enter unique answers to each of your security questions. You cannot enter the same answer twice.

**STEP 6:** After you've completed all the required fields, click **Finish** to create your Paychex Flex account.

**IMPORTANT:** Once your new account has been created, you'll need to go to <u>www.paychexflex.com</u> moving forward to access your Paychex application for viewing paystubs and tax forms.

Bookmark this new site for easier access!

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Security Level For even more peace of mind, choose an option below.	Answer*			
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Show alternative security options Verification Code Delivery Options  In a text message* In a voice message Ask me every time *Tota and data rates may apply I acknowledge I understand my security settings. Back Fisch	O Receive verifi	cation code by phone e	very login	
Verification Code Delivery Options	Show alternative se	curity options		
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I acknowledge I understand my security settings. Back Finish	In a text mess "Text and data rates m	age* In a v	voice message	Ask me every time
I asknowledge I understand my security settings. Back Finish				
Back	I acknowledge I	understand my security	settings.	
eturn To: Login details	Back Return To: Login deta	ils		Finish



You will now be able to log in at <u>www.paychexflex.com</u>. You'll be greeted with a quick overview of Paychex Flex during your first login. Take the tour for more tips!



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## Viewing Your Paystubs

**STEP 1:** To view your paystubs after logging in, click **Payroll** on the menu to the left.

STEP 2: Click Check History.

**STEP 3:** Click on the **Check Date** for the paystub you wish to view (hyperlinked in blue.)

The paystub will open in a new window.

employee			
March 17, 2021			
Payroll			
Check History	Check History		
Carcalacoro	Year: 2021 🗸		
Print Tax Forms			
Blank Forms	Check Date	Check #	Batch #
Preferences	03/12/2021	DIRDEP	1
Security	03/05/2021	DIRDEP	1
	02/26/2021	DIRDEP	1
	02/26/2021	DIRDEP	1
	02/19/2021	DIRDEP	1
	02/12/2021	DIRDEP	1
	02/05/2021	DIRDEP	1
	01/29/2021	DIRDEP	1
	01/22/2021	DIRDEP	1
	01/15/2021	DIRDEP	1
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