

REGISTERING FOR PAYCHEX FLEX



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:



- » **Personal information**
 - Social security number
 - Primary phone number
 - Address
- » **Primary email address** that you can access

Registering for Your Account

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



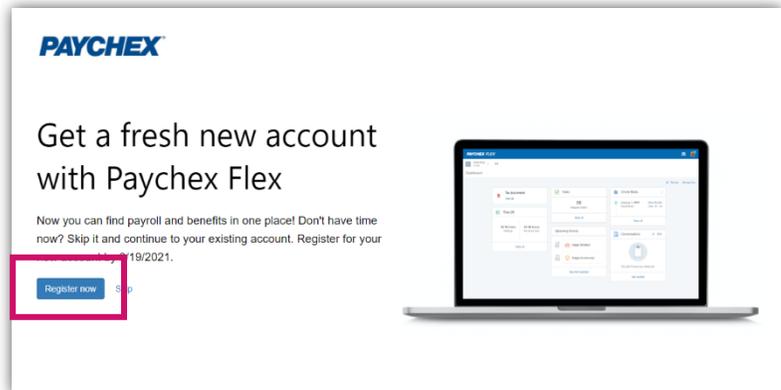
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STEP 2: You'll be prompted to register for a Paychex Flex account.

Click **Register now** to get started.



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.

It's nice to meet you
Are the t's crossed and the i's dotted? Make any changes you would like. Already have an account with us from another company? You'll need to log in to Paychex Flex and link your existing account instead.
[Link previous account](#)

Personal information

First name * Last name *
MI

SSN * Re-enter SSN *

Birth Date * [Dropdown]

Address one *

Address two

City * State * [Dropdown]

ZIP * ZIP ext Country * [Dropdown: United States]

Contact information
This information is used to verify your identity, send account updates, and to recover your username and password if needed.

Phone * Email *
Ext

[Continue](#)
Next Up: Login details

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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.

The screenshot shows a registration interface with three progress steps: "About you" (checked), "Login details" (active), and "Security settings" (pending). The "Login details" section is titled "Let's set up your account" and includes instructions to create a username and password. It features three input sections: "Username*" with a "Username tips" list (8-18 characters, alphanumeric, hyphens, periods, underscores); "Password*" with a "Password tips" list (8-32 characters, mixed case, number, alphanumeric with symbols, no username); and "PIN*" with a "PIN tips" list (4-10 numeric characters, extra security). Each section has a corresponding "Re-enter" field. A "Back" button is on the left, and a "Continue" button is on the right. Navigation text at the bottom reads "Return To: About you" and "Next Up: Security settings".

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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 www.paychexflex.com moving forward to access your Paychex application for viewing paystubs and tax forms.

Bookmark this new site for easier access!

Progress: About you (checked), Login details (checked), Security settings (unchecked)

Keep it all secure
Set these security measures to help protect your identity and information.

Security Questions
On occasion, you'll answer one of these questions when logging in. Pick four easy ones, then enter your answers.

Question 1*
What is the last name of your significant other's eldest sibling?
Answer*

Question 2*
What was the year of your favorite sports moment?
Answer*

Question 3*
What is your all-time favorite song?
Answer*

Question 4*
What was your combined SAT score?
Answer*

Security Level
For even more peace of mind, choose an option below.

Receive verification code by phone when logging in from an unrecognized device
 Receive verification code by phone every login

Show alternative security options

Verification Code Delivery Options

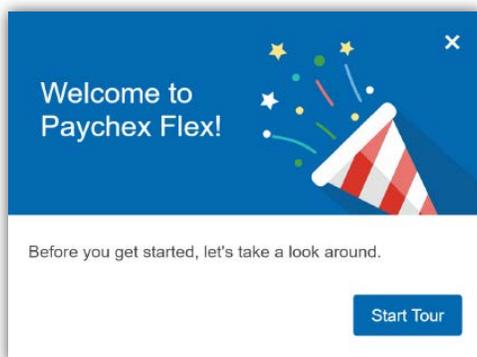
In a text message* In a voice message Ask me every time

*Text and data rates may apply

I acknowledge I understand my security settings.

Back Finish

Return To: Login details



You will now be able to log in at www.paychexflex.com. 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.

A screenshot of the Paychex Flex web interface. The user is logged in as an "employee". The date is "March 17, 2021". The left navigation menu includes "Payroll", "Check History", "Calculators", "Print Tax Forms", "Blank Forms", "Preferences", and "Security". The "Check History" page is displayed, showing a table of check records for the year 2021. The "Check Date" column is highlighted in blue, and the date "03/05/2021" is circled in red. The table contains 12 rows of data, all with "DIRDEP" as the check type and "1" as the batch number.

Check Date	Check #	Batch #
03/12/2021	DIRDEP	1
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
01/08/2021	DIRDEP	1