

Paychex Flex Registration

INTRODUCTION

Getting started with Paychex FlexSM is easy! This learning aid guides you through the self-registration process and is a complement to the *Paychex Flex Registration Tutorial*. Refer to the tutorial to see the process in action.

Sign-Up

Follow these steps to sign up for Paychex Flex:

Step 1: Go to www.paychexflex.com
Step 2: Click **Sign-Up**.

Important! You must have a valid and unique email address to register for Paychex Flex. If you don't have an email account, consider creating a free one using an email provider.

Paychex Flex Login

Enter Username

Next

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



Important! Before self-registering, please contact your account administrator to ensure the registration setup process has been completed for your company.

Personal Information

PAYCHEX FLEX®

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.)

Complete the Personal Information page.

Step 1: Enter the requested personal information.

The Warnings & Errors message will display if a required field is left blank.

Step 2: Click **Continue**.

Make sure you have accurate information when setting up a new account, such as full name and SSN. We need this information to verify your identity. Do not enter false or temporary information.

Important! If you're already registered as an online user, do not register again. You can request access to multiple accounts from within the Paychex Flex application.

First Name:* MI: Last Name:*

Date of Birth:*

Month: Day: Year:

SSN:* Re-enter SSN:*

Primary Telephone:* Extension: Secondary Telephone: Extension:

Address Line 1:* Address Line 2:

City:* State:* Zip:* Country:*

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.

Cancel Continue



Important! Paychex Flex requires Adobe® Flash® Player version 10.1 or higher. If needed, you may download the latest version at <http://get.adobe.com/flashplayer>

Security Information

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Sign-Up: Security Information

Select four security questions and enter the answers.

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

Select four different Security Questions and provide unique answers for each question.

Security Question One:* Answer:*

Security Question Two:* Answer:*

Security Question Three:* Answer:*

Security Question Four:* Answer:*

Cancel Previous Continue

Account Information

Follow these steps to complete the Account Information page:

Step 1: Enter the requested account information.

Step 2: Click **Continue**.

Below are a few things to consider:

- Username has to be unique.
- Upon completion of the registration process, you'll automatically be granted access to the services your company subscribes to.
- Completing the registration process does not give you access to company service (i.e. Payroll, Reporting, etc.). Only administrators can grant these type of access rights.
- Hover your mouse over the question mark for an explanation of what's required for each field
- **This is a secure site.** Paychex does not share your 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 

[Cancel](#) [Previous](#) [Continue](#)

Employee Log-In

Once the registration process is complete, you will automatically be logged in to the application.

If you're an employee-level user, follow these steps the next time you log in to Paychex Flex:

Step 1: Go to www.paychexflex.com

Step 2: Enter the Username and Password and click **Next**.

Click **Forgot Username or Password** if you forget your password or username.

Paychex Flex Login

Enter Username

[Next](#)

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

Need assistance?

Please contact your client administrator for assistance with registering for and accessing Paychex Flex.

For information on a certain Paychex Flex application, including articles, videos, and step-by-step tutorials, click the Help Center icon, located at the bottom of any screen, after you log in.

