#### PAYCHEX

# **Paychex Online Registration**

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

# Sign-Up

Follow these steps to sign up for Paychex Online.

Step 1: Go to www.paychexonline.com

Step 2: Click Sign-Up.

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

nter Username	ne Login	
Enter Username		Next
ign-Up • Forgot (	Isername or Passwor	rd

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

#### **Personal Information**

Follow these steps to complete the Personal Information page.	PAYCHEX Onlyse
Step 1: Enter the requested personal information.	O     O     O     Pressed a benealtan     Security committee     Accurr iternation
The Warnings & Errors message will display if a required field is left bank.	Bigin-Up: Personal Information Wears is in PE-DERI 04.84 space. In registry our ansatz, complete low infernation below, (react instance on a - data space)
Step 2: Click Continue.	Partiene" 10. Gartement Parazyanan' Wangunan'
Make sure you have accurate information when setting up a new account, such as full name and SSN. We need this information to varify your identity. Do not enter	Description:         MAL           mode         2         mode         2           mode         2         mode         2         1000           mode         20         2         1000         2000         2
need this information to verify your identity. Do not enter false or temporary information.	Ory* Rac* Ry* Rawly* Souther R Betfore N
<b>Important!</b> If you're already registered as an online user, do not register again. You can request access to multiple accounts from within the Paychex Online application.	rapyartonis (mpanyartonis (mpa

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

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### Security Information

Follow these steps to complete the Security Information page.	Hover your cursor over a field in the image below to view an enlarged image.		
Step 1: Select Security Question One.	PAYCHEX CAVe		
Step 2: Type your answer for Security Question One.	Bigs-Lip: Bocarity Information Generative starts galaxies and enter the search.		
Step 3: Select Security Question Two.	lectrity (senten from: Annual - Annua		
Step 4: Type your answer for Security Question Two.	Marka yang pangyang 2000 2000 2000 2000 2000		
Step 5: Click Continue.			
	Tapyakemini yenyake, ki: Canasta   kapi kawike   kapik		

#### Account Information

Follow these steps to complete the Account Information page.	
Step 1: Enter the requested account information.	PAYCHEX Drive
Step 2: Click Continue.	O O O O O O O O O O O O O O O O O O O
Below are a few things to consider: <ul> <li>Username has to be unique.</li> </ul>	Bigh G(r. Assoult Information ("Unit reaction in " an explorit) CNUM Exemption
<ul> <li>Upon completion of the registration process, you'll automatically be granted access to the services your company subscribes to.</li> </ul>	Control Processon Control Proce
<ul> <li>Completing the registration process does not give you access to company services (i.e., Payroll, Reporting).</li> <li>Only administrators can grant these type of access rights.</li> </ul>	
<ul> <li>Hover your mouse over the question mark for an explanation of what's required for each field.</li> </ul>	
<ul> <li>This is a secure site. Paychex does not share your information.</li> </ul>	



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# **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 Online.	
Step 1: Go to www.paychexonline.com. Step 2: Enter the Username and Password and click Log-In.	Paychex Online Login Enter Username Enter Username
Click Forgot Username or Password if you forget your password or username.	Sign-Up - Forgot Username or Password
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#### Need Assistance?

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

For information on a certain Paychex Online application, click the Learn More link, located on the bottom of any screen, after you log in.



