

# How to create an account in Paychex

1. Go to: <http://www.paychex.com/login/>  
(let the page load – it might take a moment)  
Choose >Employee
2. Select PayChexFlex.com  
on the left hand side of the screen

Employee

**Paychex Flex<sup>SM</sup>**

**Paychex Flex Login**

Enter Username

Sign-Up - Forgot Username or Password?

Copyright © 2014 by Paychex, Inc. [Contact Us](#) [Help](#) [Learn More](#) [Security](#) [Legal](#)

**MyPaychex**

Welcome To MyPaychex

**Log In**

Enter Username

Forgot Username or Password?

Sign-Up

**Paychex Flex** → **PaychexFlex.com**  
(formerly Paychex Online)

Payroll, time and attendance, human resources, and benefits login for employees of businesses that use the Paychex Flex (formerly Paychex Online) set of integrated applications.

**MyPaychex.com**

Human resources, payroll, time and attendance, and benefits login for employees of mid-sized businesses that use eServices, Time and Labor Online and other Major Market Solutions.

3. Then click “Sign-Up” on the next screen,  
following the prompts to create your account,  
entering your Personal Information

**Paychex Flex Login**

**Enter Username**

**Sign Up** → **Sign-Up** • **Forgot Username or Password?**

## Personal Information

Follow these steps to 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 Online application.

**PAYCHEX Online**

**Sign-Up: Personal Information**

Warnings for the PAYCHEX Online system. To register your account, complete the information below.

First Name  Last Name

Phone Number  Work Email

Area of Work

Home Address Line 1  Home Address Line 2

City  State  Zip  Country

4. You will be Prompted to log in again once your account is created.  
From there you will be able to make any administrative changes to your 401K and view your payroll documents.

**Paychex Flex Login**

**Enter Username**

**Log in** →

**Sign-Up** • **Forgot Username or Password?**