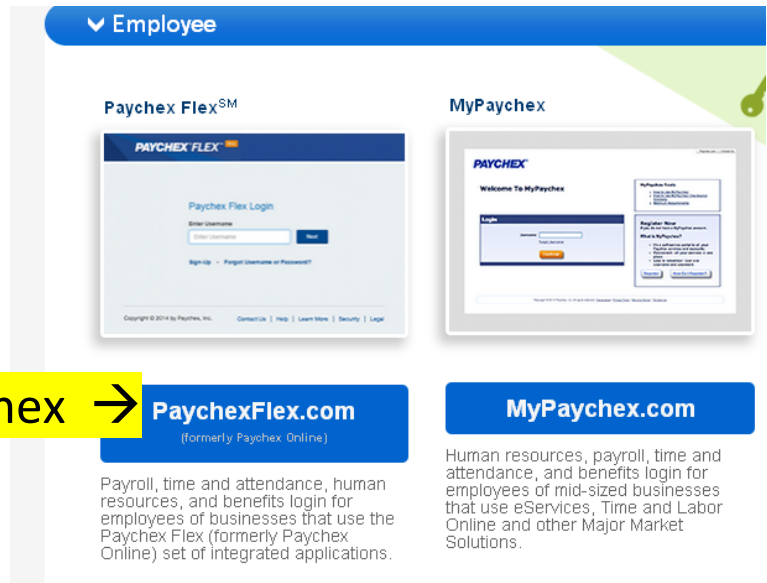


# How to create an account in Paychex

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



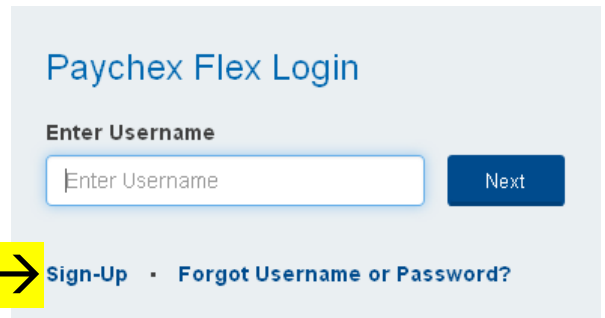
**Paychex Flex** → **PaychexFlex.com**  
(formerly Paychex Online)

**MyPaychex.com**

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.

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

Next

**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.

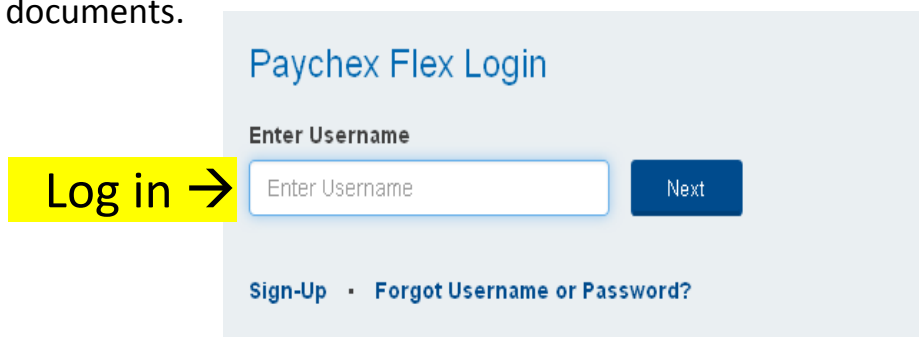
**Step 2:** Click **Continue**.

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.



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

Next

**Log in** → Sign-Up · Forgot Username or Password?