
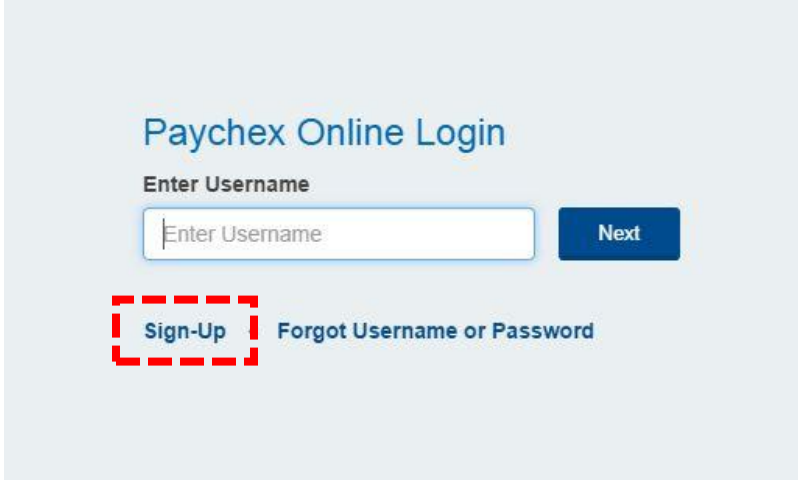


PAYCHEX - FLEX - How to: Register for a FLEX Account

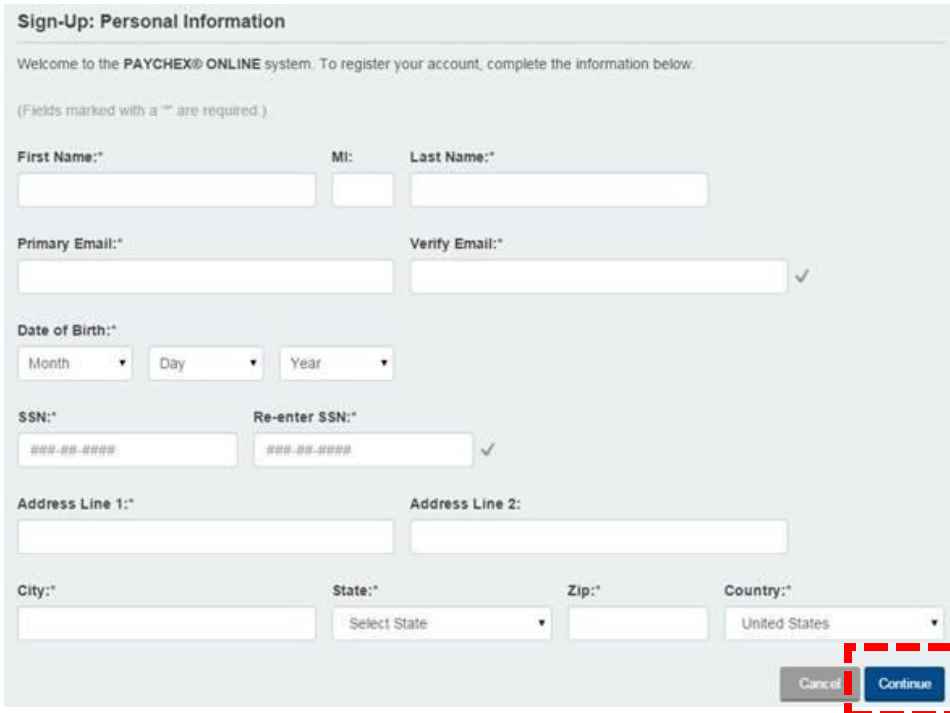
 **NOTE:** This cannot be done from a mobile device like a phone or tablet. So must be performed on a desktop or laptop computer before the mobile app will work.

 **NOTE:** This is for employees only. Administrators will need to be set up by their payroll specialist.

1. Go to www.paychexonline.com
2. At the welcome screen click on Sign-Up



3. Fill out Personal Information.



4. Click Continue.

5. Then you will set up your security questions. These questions are used to reset your log in information in the event you need to reset it.

Sign-Up: Security Information

Select four security questions and enter the answers.

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

Security Question One:* In what city did you get engaged? **Answer:***

Security Question Two:* Name of the place where your wedding reception was held. **Answer:***

Security Question Three:* What color was the interior of your first car? **Answer:***

Security Question Four:* What high school did your significant other attend? **Answer:***

Cancel Previous **Continue**

6. Click Continue

7. Then fill in the Account Information.

Sign-Up: Account Information

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

Create Username:*

Create Password:* **Verify Password:***

Create PIN:* **Verify PIN:***

Primary Telephone is used for validation. Extensions are supported, but not preferred.

Primary Telephone:* **Extension:**

Secondary Telephone: **Extension:**

Security Verifier:*

Enter the eight characters as shown in the image to the left.

Cancel Previous **Continue**

Please Use First and Last Name for Username.

Example: JohnSmith

NOTE: You will have to enter the PIN each time you log in.

8. Click Continue

9. This will bring you to a page that will let you know that you have been sent an email to activate your account!