

Registering for your Paychex Flex® Account



What you will need:

You may need one or more of the following items to begin:

- **Personal information**, including social security number, primary telephone, address
- **Primary email address** that you can access

You can create an account from your mobile device or a desktop computer.

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.)

First Name* MI* Last Name*

Date of Birth*
Month Day Year

SSN* Re-enter SSN*
000-00-0000 000-00-0000

Primary Telephone* Extension* Secondary Telephone* Extension*
000-000-0000 000-000-0000

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.

Address Line 1* Address Line 2*

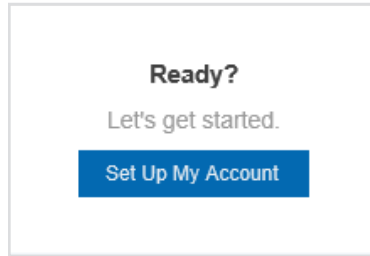
City* State* Zip* Country*
Select State United States

Cancel Continue

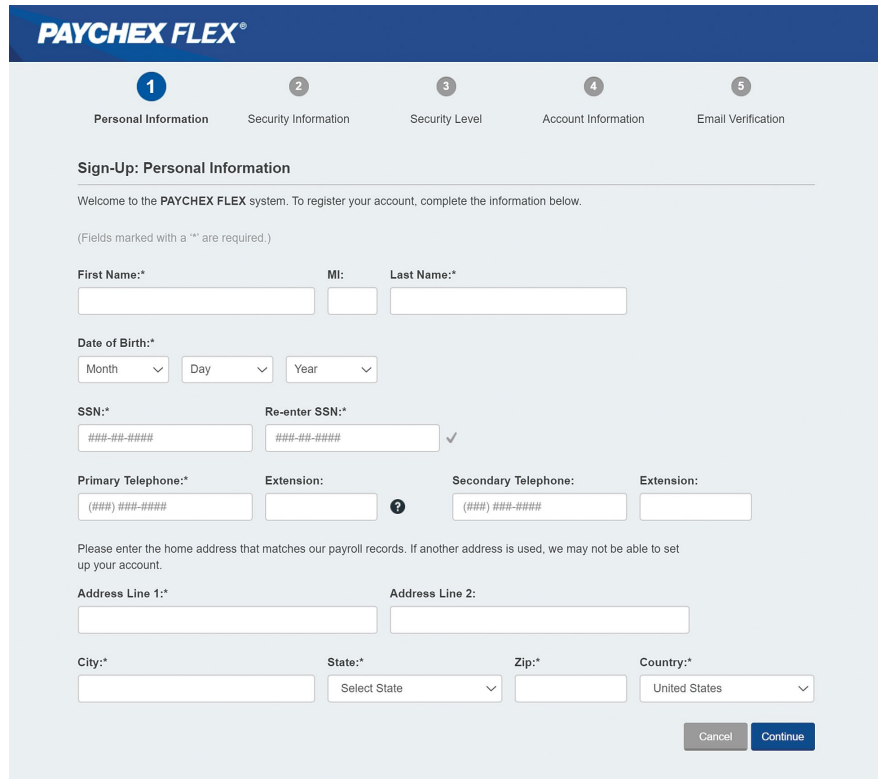
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Registering for your account

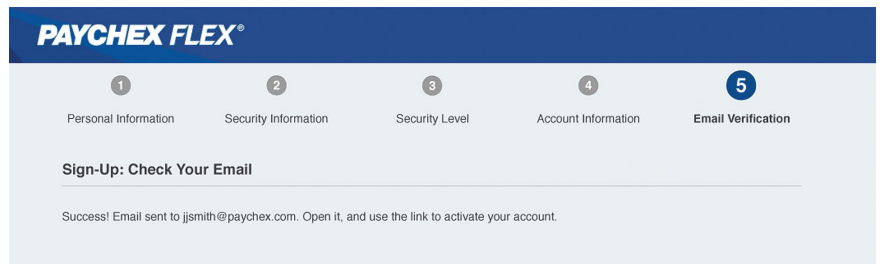
1. You will receive an email with a subject line of **“Just for you — see your paycheck online”**



2. Simply click, **Setup My Account**, and **follow steps 1-5** from your browser or mobile device

A screenshot of the PAYCHEX FLEX registration interface. The top header is dark blue with the "PAYCHEX FLEX" logo. Below the header is a progress bar with five steps: 1. Personal Information (highlighted with a blue circle), 2. Security Information, 3. Security Level, 4. Account Information, and 5. Email Verification. The main content area is titled "Sign-Up: Personal Information" and includes a welcome message and a note that fields marked with an asterisk are required. The form contains several input fields: First Name, MI, Last Name, Date of Birth (Month, Day, Year dropdowns), SSN, Re-enter SSN, Primary Telephone, Extension, Secondary Telephone, Extension, Address Line 1, Address Line 2, City, State (dropdown), Zip, and Country (dropdown). There are "Cancel" and "Continue" buttons at the bottom right.

3. After completing steps 1-5, you will receive an email verification to the address you used to register. **Activate your account** by using the provided link.

A screenshot of the PAYCHEX FLEX registration interface, showing the final step. The top header is dark blue with the "PAYCHEX FLEX" logo. Below the header is a progress bar with five steps: 1. Personal Information, 2. Security Information, 3. Security Level, 4. Account Information, and 5. Email Verification (highlighted with a blue circle). The main content area is titled "Sign-Up: Check Your Email" and includes a success message: "Success! Email sent to jsmith@paychex.com. Open it, and use the link to activate your account." There are "Cancel" and "Continue" buttons at the bottom right.