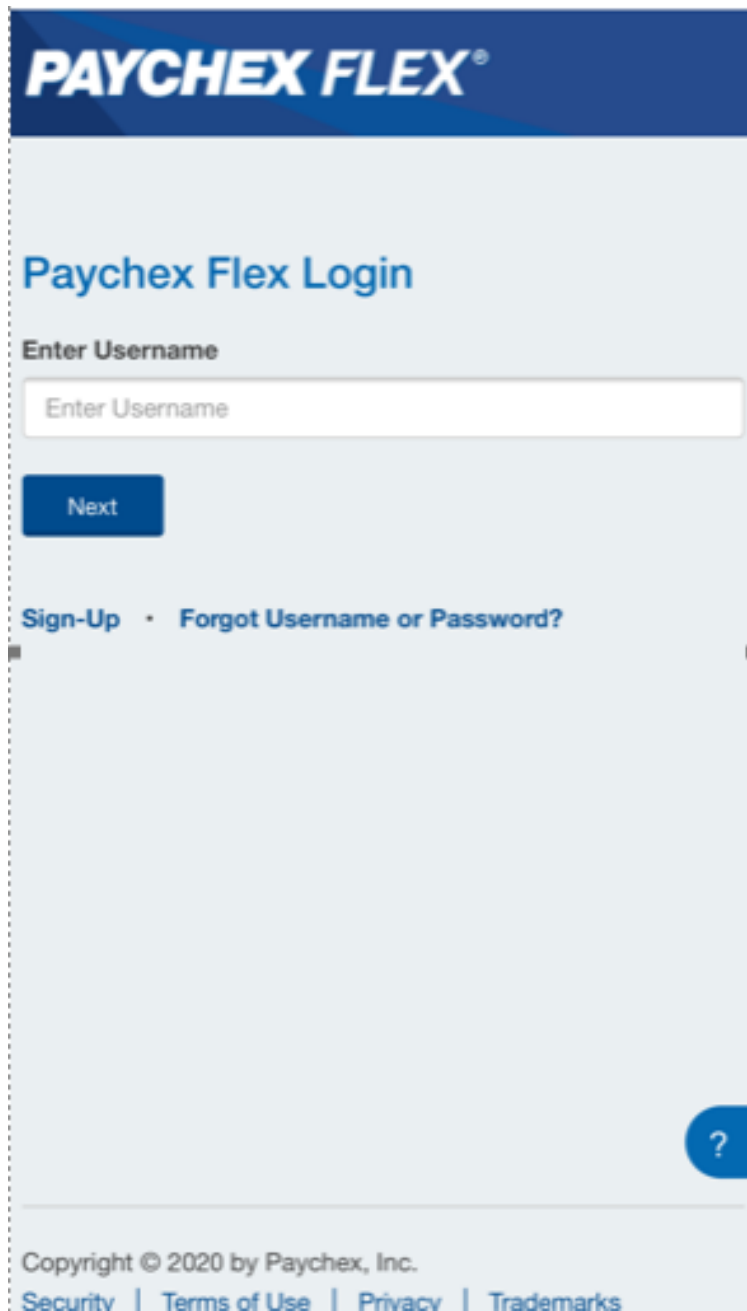


Employee Registration Instructions (mobile)

These instructions will walk your employees through registering for a Paychex Flex account.

- Go to myapps.paychex.com
- Click on sign-Up



The screenshot shows the Paychex Flex mobile login interface. At the top is a dark blue header with the "PAYCHEX FLEX" logo in white. Below the header, the title "Paychex Flex Login" is displayed in a large, dark blue font. Underneath the title, the text "Enter Username" is followed by a white input field with a light gray border and the placeholder text "Enter Username". Below the input field is a dark blue button with the word "Next" in white. Further down, there are two links: "Sign-Up" and "Forgot Username or Password?". At the bottom of the screen, there is a footer with the text "Copyright © 2020 by Paychex, Inc." and four links: "Security", "Terms of Use", "Privacy", and "Trademarks". A small blue circular icon with a white question mark is located in the bottom right corner of the screen.

Step 1:

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:*

 ✓

Primary Telephone:*

Extension:

Secondary Telephone:

Extension:

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:*

Cancel Continue

Done

- Fill in all fields showing
 - For primary telephone, it's best to enter your **cell phone number**
- After filling out all the fields click Continue
- You will be prompted to verify the information the social, zip code, and phone number that you entered. If accurate, click Yes.

Step 2:

2
Security Information

Sign-Up: Security Information

Select four security questions and enter the answers.

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

Security Question One:*

What is your favorite play?

Answer:*

Security Question Two:*

What was the last name of your first grade teacher?

Answer:*

Security Question Three:*

Name the place you'd go to on your ideal vacation?

Answer:*

Cancel Previous Continue

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Done

- Select the security question you want to answer by clicking on the drop down for each question. Fill in the answer to each question and click Continue.

Step 3:

Sign-Up: Security Level

From time to time, the enhanced login process may require more information to complete your login.

Please choose a security level you'd like us to use to provide this information:

Maximum Security

Send me a verification code:

When I log in from an unrecognized device (recommended) ?

Every time I log in ?

[Show me alternative security options](#)

Select a default method to receive verification codes. You will be able to update the default method in your profile.

Phone
(XXX) XXX-3428

Text Me

Call Me

Ask Every Time

Note: Message rates may apply for text option.

I acknowledge I have read and understand the user security levels.*

Cancel Previous Continue

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Done

- Choose the level of security that you want when logging in.
 - Recommended option is to receive a verification code when you log in from an unrecognized device. (You will be able to select a trusted device when logging in.) The code can be received via text or a phone call. You get to choose the method below the Maximum Security level.
 - If you wish to not receive a verification code and would rather answer the security questions from Step 2, please click on Show me alternative security options.
- Select the default method for receiving verification codes
- Check the box next to “I acknowledge I have read and understand the user security levels.”. Then click Continue.

Step 4:

4
Account Information

Sign-Up: Account Information

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

Create Username:*

Create Password:*

Verify Password:*

Primary Email:*

Verify Email:*

Create PIN:*

Verify PIN:*

I'm not a robot

Done

- Create your username with the following criteria:
 - A minimum of 8 characters
 - No more than 18 characters
 - Does not allow spaces and may contain period (.), hyphen(-), and underscore(_)
- Create password with the following criteria:
 - 8-32 characters
 - No spaces
 - At least 1 uppercase and 1 lowercase letter
 - At least 1 number
 - Cannot contain username
 - Acceptable symbols are @, . (Period), -, and _
- Create PIN with the following criteria:
 - Must contain at least 4 but no more than 10 numeric characters
- Check the box "I'm not a robot" and complete the Image Captcha
- Click Continue when finished

Step 5:

PAYCHEX FLEX®

Sign-Up: Client ID

No matching company information could be found for your account.

Please provide your company's Client ID and your Employee ID to request access to company resources.

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

Client ID:*

Employee ID:*

Cancel Previous Continue

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Done

- You will need to enter your client ID and your employee ID to move to the final screen

1 Personal Information 2 Security Information 3 Security Level 4 Account Information 5 **Email Verification**

Sign-Up: Check Your Email

Success! Email sent to pxtester999@gmail.com. Open it, and use the link to activate your account.

- You will be prompted to check your email in Step 5. You should have an email from noreply@paychex.com. In this email, there will be a link to click on to verify your account.