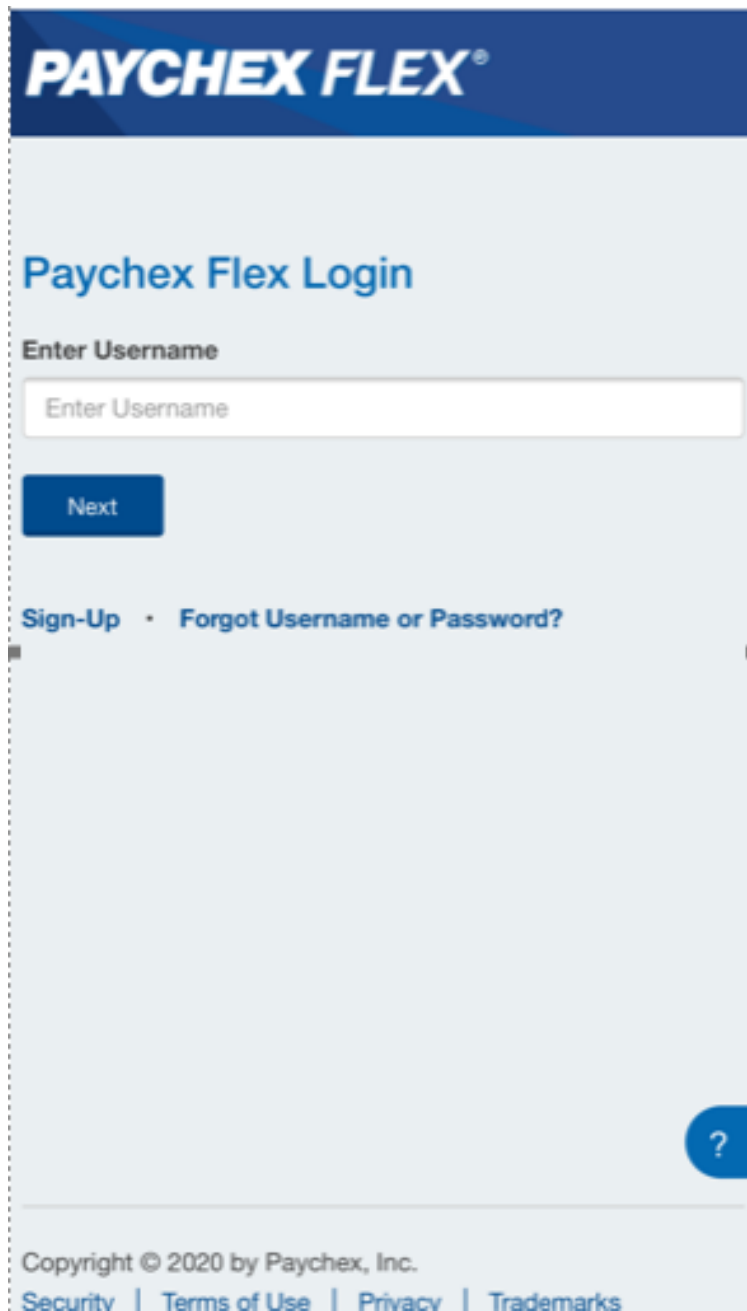# Employee Registration Instructions (mobile)

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

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

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:*

(###) ###-####

- 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:

- 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:

- 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:

- 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:

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

- 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.