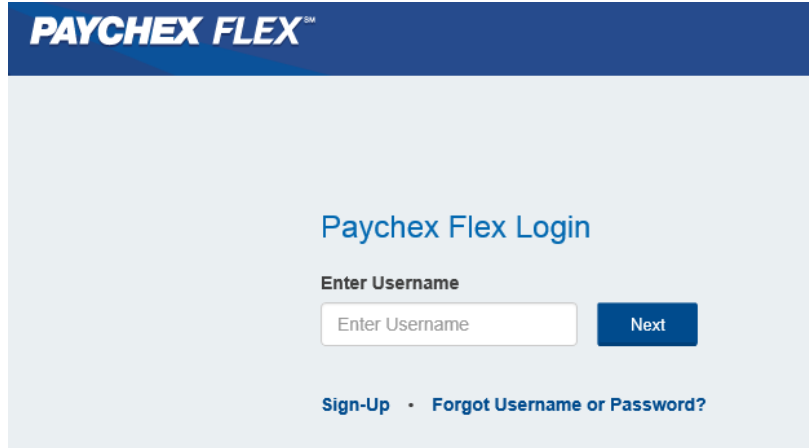


## Paychex Flex



After you receive your first paycheck, you will be able to access your paystubs online through Paychex Flex. You will be responsible for registering your account.

### First Time Login Instructions:

- Visit [www.paychexflex.com](http://www.paychexflex.com)
- Click Sign Up. You do not need to enter a Username.
- Complete all fields on the Personal Information page, click Continue.
- Select and answer four security questions on the Security Information page, click Continue.
- Complete all fields on the Account Information page, click Continue.
- Once you complete all pages, you'll be logged in to the application. Be sure to remember your unique Username and Password for future access.
- If you have issues with the login process, please call Paychex Flex Customer Service 888-246-7500

Online Tutorial: [http://training.paychex.com/paychexflex/eedashboard/ee\\_registration.html](http://training.paychex.com/paychexflex/eedashboard/ee_registration.html)