

# 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\*

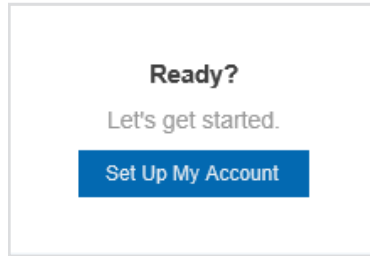
City\* State\* Zip\* Country\*  
Select State United States

Cancel Continue

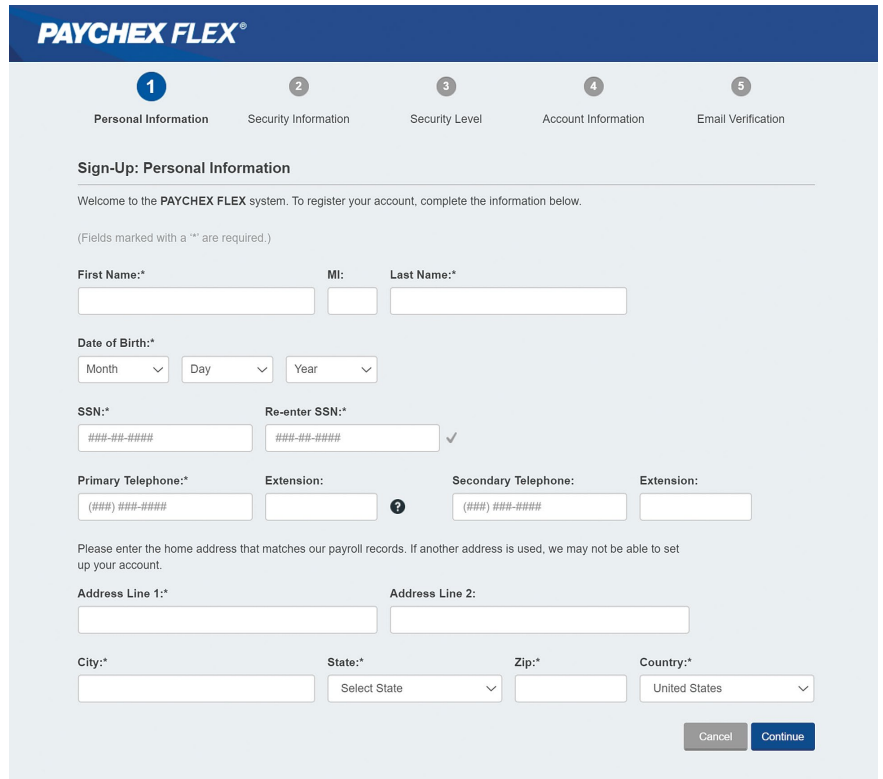
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# Registering for your account

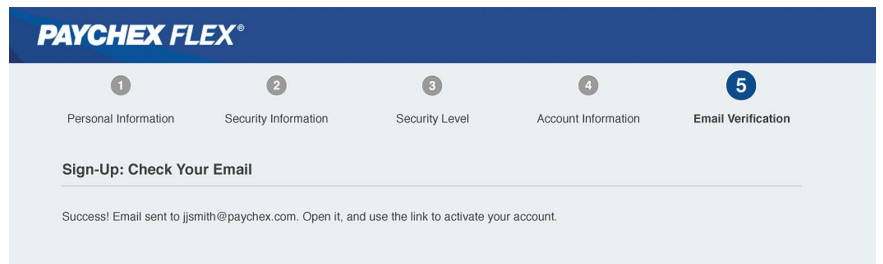
1. You will receive an email with a subject line of **“Just for you — see your paycheck online”**



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: "Welcome to the PAYCHEX FLEX system. To register your account, complete the information below." Below this is a note: "(Fields marked with a '\*' are required.)". The form fields include: First Name, MI, Last Name; Date of Birth (Month, Day, Year dropdowns); SSN and Re-enter SSN (with a checkmark); Primary Telephone, Extension, Secondary Telephone, and Extension; Address Line 1 and Address Line 2; City, State (dropdown), Zip, and Country (dropdown). At the bottom right are "Cancel" and "Continue" buttons.

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."