

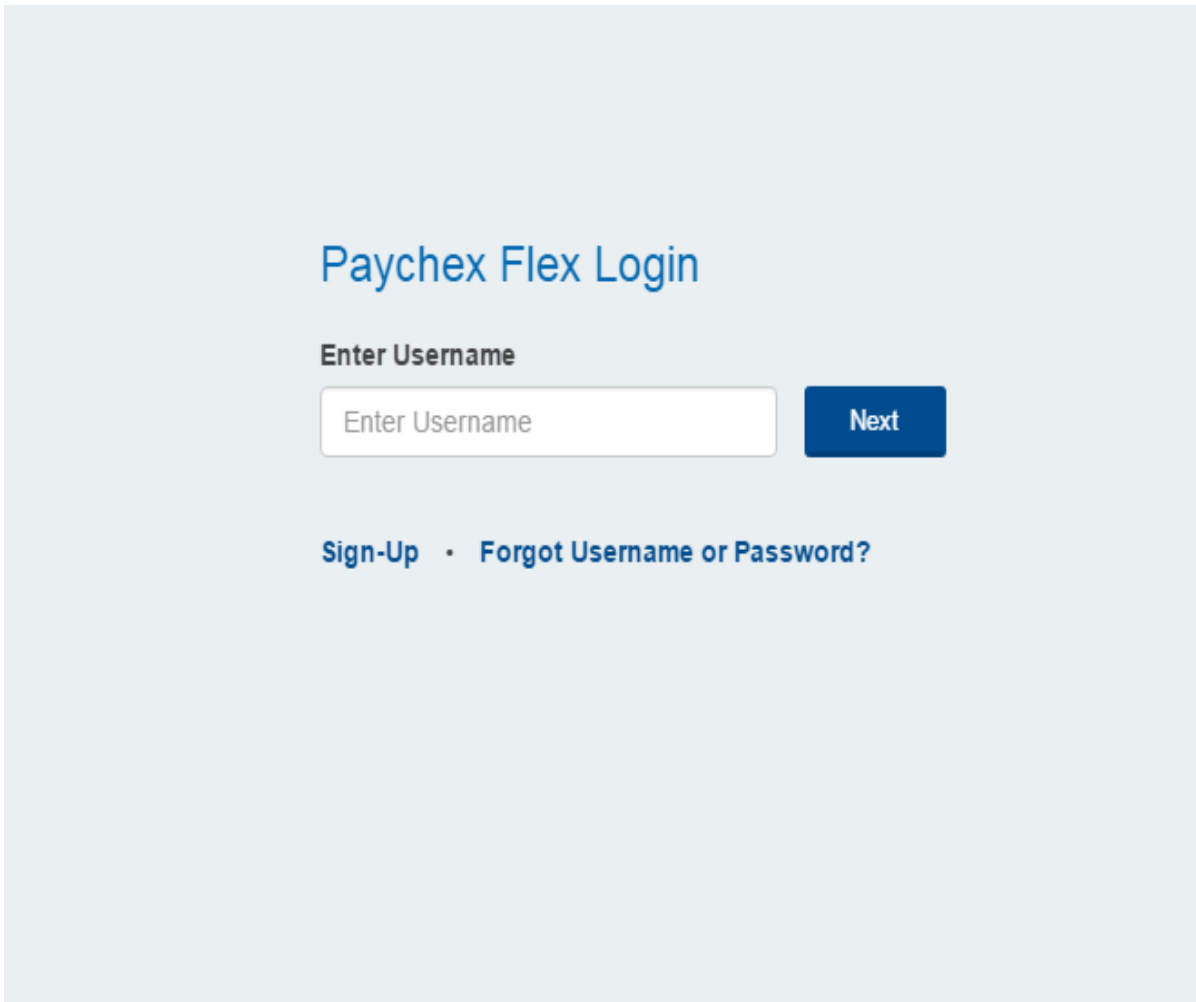
FLEX - How to: Register for a FLEX Account

Solution

 **NOTE:** This can be done from a mobile device. Please see Knowledge article [041433710281254](#) for details.

 **NOTE:** *This is for employees only. Administrators will need to be set up by their payroll specialist.*

1. Go to www.paychexflex.com
2. At the welcome screen click on Sign Up



Paychex Flex Login

Enter Username

Enter Username

Next

Sign-Up • Forgot Username or Password?

3. Fill out personal information.

 **NOTE:** This information must match what is in HRIS/Core Advanced for the employee or it will cause errors/missing products

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Personal InformationSecurity InformationSecurity LevelAccount InformationEmail 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:*

###-##-####

###-##-#### ✓

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:*

Select State ▾

United States ▾

Cancel

Continue

4. Click continue

5. Then you will set up your security questions. These questions are used to reset your log in information in the event you need to reset it.



NOTE: They cannot select the same question twice or use the same answer for different questions

Sign-Up: Security Information

Select four security questions and enter the answers.

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

Security Question One:*

In what city did you get engaged?

Answer:*

Security Question Two:*

Name of the place where your wedding reception was held.

Answer:*

Security Question Three:*

What color was the interior of your first car?

Answer:*

Security Question Four:*

What high school did your significant other attend?

Answer:*

Cancel

Previous

Continue

6. Click continue

7. Then choose your security level and check the box next to "I acknowledge I have read and understand the user security levels."

 **TIP:** In order to select Security Questions instead of a Verification Code, the user needs to select "Show me alternative security options"

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Personal InformationSecurity InformationSecurity LevelAccount InformationEmail Verification

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-7890 ☐ 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

8. Click Continue

9. Fill out Account information

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Personal InformationSecurity InformationSecurity LevelAccount InformationEmail Verification

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


reCAPTCHA
[Privacy](#) - [Terms](#)

Cancel

Previous

Continue

10. Click continue.

11. Open you email account and find the email from noreply@paychex.com to activate your account.

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Personal Information

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Security Information

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Security Level

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Account Information

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Email Verification

Sign-Up: Check Your Email

Success! Email sent to [REDACTED]. Open it, and use the link to activate your account.

Details

Keywords pops paychex flex register for png sso pngsso sign up No Username registration hro, registration, raexternalrequest

Solution ID

041410116152220

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Author

ehoffman