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.
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

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.