

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 2 3 4 5
Personal Information Security Information Security Level Account Information 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:* ✓

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.

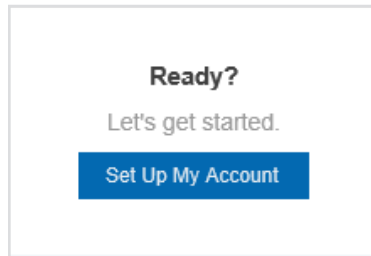
Address Line 1:* Address Line 2:

City:* State:* Zip:* Country:*

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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

The screenshot shows the "PAYCHEX FLEX" sign-up process at step 1, "Personal Information". The header has five steps: 1 (Personal Information), 2 (Security Information), 3 (Security Level), 4 (Account Information), and 5 (Email Verification). The form title is "Sign-Up: Personal Information". Below it, a welcome message says: "Welcome to the PAYCHEX FLEX system. To register your account, complete the information below." A note states: "(Fields marked with a '*' are required.)". The form fields include: "First Name:*", "MI:", and "Last Name:*" (all with text input boxes); "Date of Birth:*" with dropdowns for "Month", "Day", and "Year"; "SSN:*" and "Re-enter SSN:*" (both with masked input boxes and a checkmark next to the second one); "Primary Telephone:*", "Extension:", "Secondary Telephone:", and "Extension:" (all with masked input boxes, and a question mark icon next to the first extension field); "Address Line 1:*" and "Address Line 2:" (both with text input boxes); "City:*", "State:*" (with a "Select State" dropdown), "Zip:*", and "Country:*" (with a "United States" 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.

The screenshot shows the "PAYCHEX FLEX" sign-up process at step 5, "Email Verification". The header has five steps: 1 (Personal Information), 2 (Security Information), 3 (Security Level), 4 (Account Information), and 5 (Email Verification). The form title is "Sign-Up: Check Your Email". Below it, a success message says: "Success! Email sent to jsmith@paychex.com. Open it, and use the link to activate your account."