

Employee Registration in Paychex Flex

Go to <https://paychexflex.com> and click Sign-Up

Enter your personal information:

1. Enter your **First Name, MI** (middle initial), and **Last Name** as it appears on your Worker Profile.
2. Select the **Month, Day, and Year** from the Date of Birth drop-down menus.
3. Enter your **SSN** and then **Re-enter SSN**.
4. Enter your **Primary Telephone** number.

Note: Use your cell phone number in order to receive verification codes via text message.

5. Enter your home address exactly as it appears on your Worker Profile. This includes **Address Line 1, Address Line 2, City, State, ZIP, and Country**

Note: The information you enter is used to connect your user account with your worker record so you can see your personal information, check stubs, and tax documents in Paychex Flex.

6. Click **Continue**.
7. Click **Yes** when prompted to verify the information you entered.

Select your 4 security questions & Answers

Specify your security level preference

Select the checkbox next to **I acknowledge I have read and understand the user security levels.** [Set up your account information, Create a Username / Password / Create PIN](#)

Note: Your **username** must be at least 8 characters and no more than 18 characters in length. It cannot contain spaces or special characters, but it can contain a period, hyphen, or underscore.

Note: Your **password** must be at least 8 characters and no more than 32 characters in length. It must include at least 1 uppercase letter, 1 lowercase letter, and 1 number.

Note: You may also be presented with an image CAPTCHA, which requires you to either outline an image or click all the squares that display something specific such as street sign or a vehicle

[You will need to verify your email address by clicking on the link sent to your email account.](#)

[Congratulations! You are now successfully registered to access Paychex Flex.](#)

Viewing Your Check Stubs and Tax Documents (Form W-2 & 1099)

To view all of your Documents:

1. From the Dashboard, select Check Stubs or Tax Documents. Click the PDF icon or **View All**.
Note: Admins, don't see it? Use the drop-down menu at the top right and select **Switch to Personal Account**.
2. Click the name of the document you want to see.
Pro tip: To open multiple tax documents at once, select each one or check mark Document to select all.
3. Click **View PDF**.

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The screenshot shows the Paychex Flex dashboard interface. On the left, there is a sidebar with the text 'My Plonk', '\$ MyFoy', 'Q M Obairnini .14 Pooplo', 'Pot Polo...no.', and '01.M'. The main content area is titled 'Dashboard' and contains several data points: 'Time OO', '386 /4 n', and '1.44N UVLDIT.'. On the right side, there are two main sections. The top section is titled 'Check Stubs' and contains a table with columns for 'Month', 'Year', and 'Status'. The table has two rows: one for 'Feb 06 (For 2)' and another for 'Feb 07 Its, IMnn0'. The second row has a 'MON' status and a 'NW Jan 194 on Cr' note. The bottom section is titled 'Tax Documents New NI' and contains a table with columns for 'Document Name', 'Status', and 'Action'. The table has one row with 'Llnlnq' in the 'Document Name' column, '1f' in the 'Status' column, and 't' in the 'Action' column. A red box highlights the 'Feb 07 Its, IMnn0' row in the 'Check Stubs' table.