

Society of St. Andrew Guide to your Paychex Login

This is how you set up the account the first time, so you can see your paystubs and W-2s.

1. Go to: Paychex.com – or to <http://www.paychex.com/>

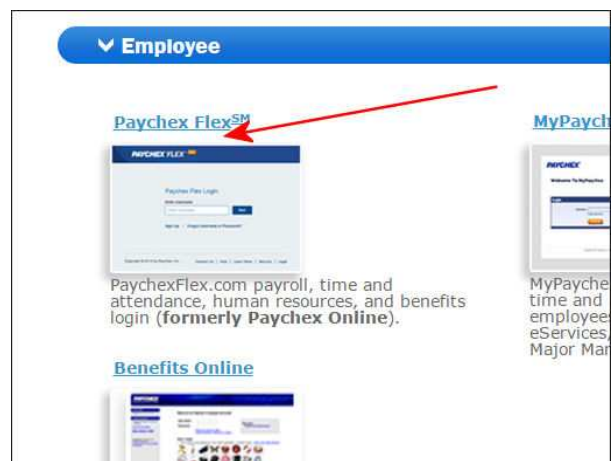
2. Click on the Login Button



3. Click on the Employee Bar (if necessary.) The site may just jump to the employee page, but if not, follow this step.

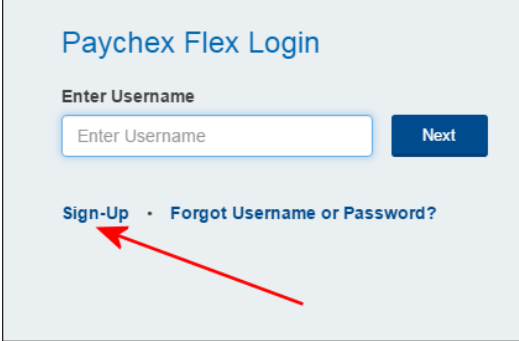


4. Click on Paychex Flex
Don't worry about the other sections; this one will take you where you need to go.



5. Login Screen – Sign Up

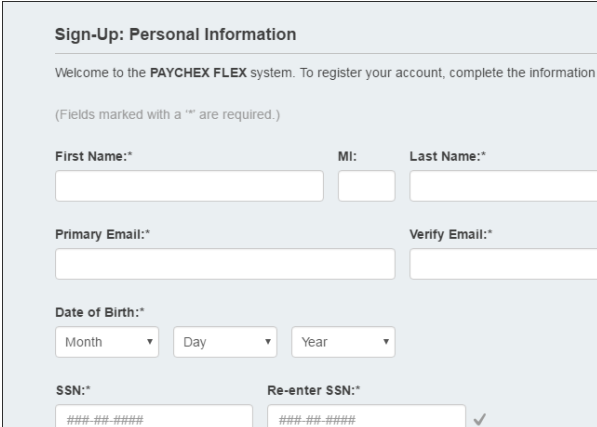
In the future, you'll just enter your username here. But now, click on the Sign-Up link.



The image shows the 'Paychex Flex Login' screen. At the top, it says 'Paychex Flex Login'. Below that is a section titled 'Enter Username' with a text input field containing the placeholder 'Enter Username' and a blue 'Next' button. At the bottom of the screen, there are two links: 'Sign-Up' and 'Forgot Username or Password?'. A red arrow points to the 'Sign-Up' link.

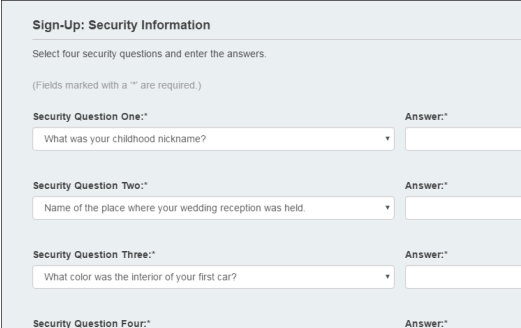
6. Enter Personal Information

This will keep you busy for minute or two – just enter the information.



The image shows the 'Sign-Up: Personal Information' form. It starts with a welcome message: 'Welcome to the PAYCHEX FLEX system. To register your account, complete the information'. Below that, it says '(Fields marked with a "*" are required.)'. The form has several fields: 'First Name:*', 'MI:', and 'Last Name:*' (each with a text input field); 'Primary Email:*' and 'Verify Email:*' (each with a text input field); 'Date of Birth:*' (with dropdown menus for 'Month', 'Day', and 'Year'); and 'SSN:*' and 'Re-enter SSN:*' (each with a text input field and a checkmark icon). A small letter 'a' is visible to the right of the form.

7. Set up Security Questions – This is where you find the questions you actually remember the answers to, and enter the answers in case you need to verify yourself sometime.

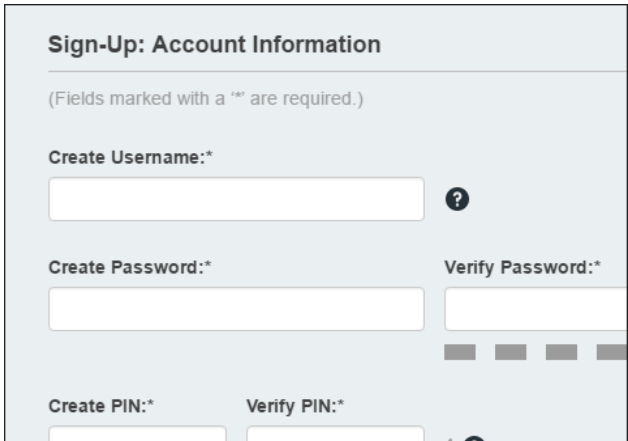


The image shows the 'Sign-Up: Security Information' form. It asks the user to 'Select four security questions and enter the answers'. Below that, it says '(Fields marked with a "*" are required.)'. There are four security questions, each with a dropdown menu and an 'Answer:*' text input field: 'Security Question One:*' (What was your childhood nickname?), 'Security Question Two:*' (Name of the place where your wedding reception was held), 'Security Question Three:*' (What color was the interior of your first car?), and 'Security Question Four:*'.

8. Set up Account Information -

The usual stuff – username, password, pin. The requirements for each are below:

- A Username must meet the following criteria:
- A minimum of 8 characters
 - No more than 18 characters
 - Do not allow spaces and may contain period, hyphen, and underscore.



The image shows the 'Sign-Up: Account Information' form. It starts with a note: '(Fields marked with a "*" are required.)'. There are four main sections: 'Create Username:*' (with a text input field and a help icon), 'Create Password:*' (with a text input field), 'Verify Password:*' (with a text input field), and 'Create PIN:*' (with a text input field) and 'Verify PIN:*' (with a text input field). There are also some greyed-out fields at the bottom.

- Password Requirements:**
- 8-32 characters
 - no spaces
 - at least 1 uppercase and 1 lowercase letter
 - at least 1 number
 - cannot contain username
 - acceptable symbols are @ . (Period) - and _

Your PIN must consist of at least 4 but no more than 10 numeric (0-9) characters.

9. Set your Security Level

They let you determine your own comfort level on this – choose what feels best.

Paychex Flex Login

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:

Level 1: Ask me security questions. ?

Level 2: Send me a verification code by phone **only when required.** ?

10. First Login

The first time you log in to this system, or any time you're on a computer the system doesn't recognize, you'll be asked whether this is a machine you trust.

Paychex Flex Login

You're almost done. To finish, enter your password and select if this computer is private.

Enter Password

Would you like us to recognize this computer? ([I've already done this](#))

If you typically log on from this computer, you can tell us to recognize it and ask for a security question or one time password in the future

Yes. This is a computer that I trust and use regularly.

No. This is a public computer or one that I don't use regularly.

11. Messages and Documents

When you (finally) get into the system, you'll have messages on the left side of the screen, and your documents will be in the right column, as seen here. Download what you need.

