



Signing Up for Paychex Flex

Once employees are added to Paychex Flex, they'll receive an email with an onboarding link. Here's what happens when they click it.

What to know about mobile signup

If your new employee is signing up for Paychex Flex on a mobile device, ensure they use a browser rather than the Paychex Flex App. They'll be able to use the app once their account is set up.

Profile setup

First, the employee will fill in their name and contact information. Next, they'll configure their login credentials and a PIN. Then they'll add extra security by defining levels, questions, and two-factor verification code delivery.

Onboarding

Now that they're in Paychex Flex, new employees can continue their Onboarding, which is viewable in the dashboard. It will guide them through account setup in which they will enter personal and direct deposit information, tax details, and emergency contacts.

Forgot something?

From their dashboard, employees are alerted to tasks that require action. For example, signing a direct deposit form, W-4 tax form, or any other task they didn't complete.

Website: https://myapps.paychex.com/landing_remote/html

Any questions or issues, please see Kimm B. or Ace T. (offices on second floor).