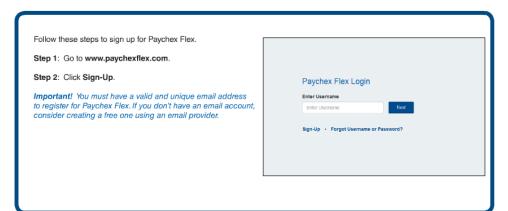
Paychex Flex Registration

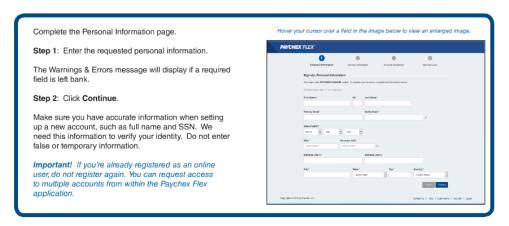
Getting started with Paychex® Flex™ is easy! This learning aid guides you through the self-registration process and is a complement to the *Paychex Flex Registration Tutorial*. Refer to the tutorial to see the process in action.

Sign-Up



i Important! Before self-registering, please contact your account administrator to ensure the registration setup process has been completed for your company.

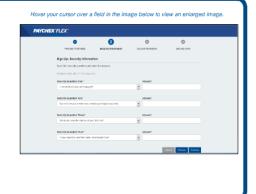
Personal Information



Important! Paychex
Flex requires Adobe®
Flash® Player version
10.1 or higher. If needed,
you may download the
latest version at
http://get.adobe.com/flashplayer

Security Information

Select four different Security Questions and provide unique answers for each question.



Account Information

Follow these steps to complete the Account Information page.

Step 1: Enter the requested account information.

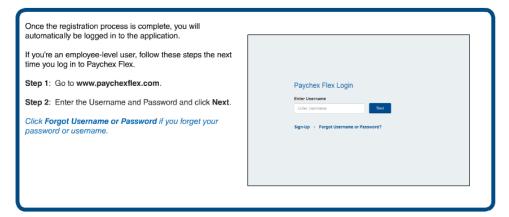
Step 2: Click Continue.

Below are a few things to consider:

- · Username has to be unique.
- Upon completion of the registration process, you'll automatically be granted access to the services your company subscribes to.
- Completing the registration process does not give you access to company services (i.e., Payroll, Reporting).
 Only administrators can grant these type of access rights.
- Hover your mouse over the question mark for an explanation of what's required for each field.
- This is a secure site. Paychex does not share your information.



Employee Log-In



Need Assistance?

Please contact your client administrator for assistance with registering for and accessing Paychex Flex.

For information on a certain Paychex Flex application, click the Learn More link, located on the bottom of any screen, after you log in.

