

Using the Paychex Flex App

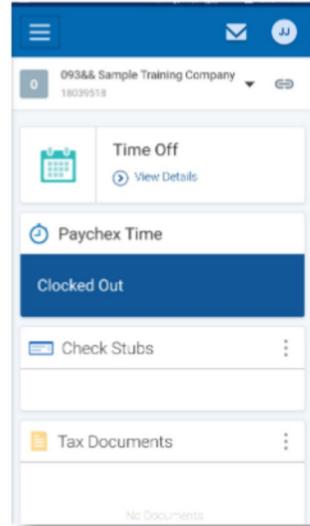
The Paychex Flex® app offers employees, and approved contractors, an easy way to access their Paychex Flex account (www.paychexflex.com) from an Apple® iOS device or Android™-powered smartphone that is virtually identical to the desktop experience. The Paychex Flex app gives you 24/7 access to your pay and benefits data with the tap of an icon, and the option to log in with a touch of your finger.

Get Registered

Before using the Paychex Flex app for the first time, you must complete your Paychex Flex account registration. From the Paychex Flex Mobile App Login screen, tap **More**, then **Sign Up**. You can also go to www.paychexflex.com and tap **Sign-Up** using a desktop, laptop, or a mobile web browser.

For assistance in registering or connecting to your Paychex Flex account, please contact your company's administrator.

You may also access the Mobile Support site (www.paychex.com/print/mobile) for more information about using the Paychex Flex app.



Important!

Users who access these sites cannot use the Paychex Flex app:

- » www.mypaychex.com
- » online.paychex.com
- » benefits.paychex.com



Tap the applicable store link on the Mobile Support site www.paychex.com/print/mobile to locate the app you need.



For the current requirements for using Paychex Flex, go to www.paychex.com/resources/requirements.aspx

Get the Paychex Flex App

Download the Paychex Flex app from the Apple App StoreSM or Google[®] PlayTM.

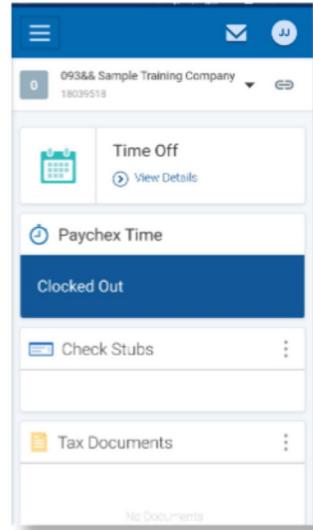


Accessing Dashboard Items

The Paychex Flex app provides dashboard access to your Paychex Flex account. You can view system messages by tapping the envelope symbol in the header.

You can access a variety of pay and personal data:

- **Retirement**
Manage your retirement contributions and investment allocations, or view your plan history including investment balance, performance, and loan information.
- **Time Off**
View your vacation and personal time off balances, and accrual information.
- **Paychex Time**
If you use Paychex Flex Time, you will see your current punch status.
- **Check Stubs**
View information about your checks, including total earnings, withholdings, deductions, and check number or direct deposit.
- **Tax Documents**
View your Forms W-2 or 1099-MISC.
- **Health & Benefits**
View your health and benefits information, including coverage elections and plan types, eligibility date and status, premium amounts, member guide, and links to carrier information.
- **FSA**
View information about medical/dental and dependent care account balances, reimbursements, elections, claims history, and debit cards.
- **My Profile**
Manage your profile information including personal details, and password and security questions. View your employment status and summary.
- **Feedback**
Tell us what you like (or don't like) about the app.



i Available features on the dashboard are determined by your company profile. For example, if your company has not subscribed to a retirement plan, **Retirement** will not display.

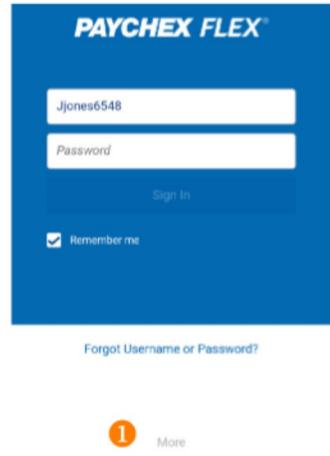
i Paychex apps and procedures employ strict security standards. You can also protect your data by:

- » never leaving your smartphone unattended in public places.
- » setting your smartphone to lock or time out. Require a password.
- » regularly checking for operating system updates to ensure you have the latest security features.
- » downloading apps only from an approved marketplace.



App Security

The Paychex Flex app logs you out after being idle for 30 minutes. You must then log back in from the Login screen. You may log out at any time by tapping **Logout** from the Menu ☰.



Viewing the App Tours

Before you log in, tap **More** ① to access the Employee and Administrator tours of the Paychex Flex app ②.

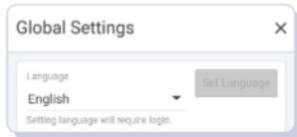
These tours enable you to see key features of the app, without needing to log in to your Paychex Flex account.

After viewing the tour, tap **Back to Login** ③.

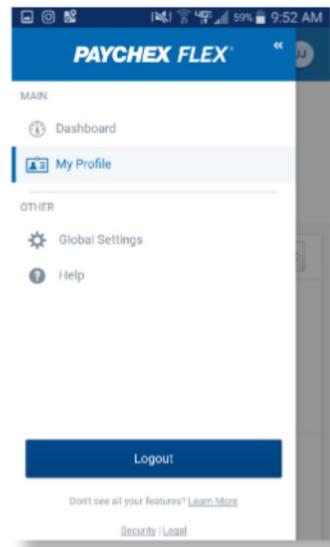
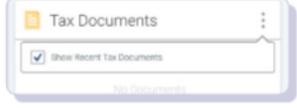


Navigation and Settings

- To display the Menu, tap ☰.
- Select **Global Settings** to choose a language setting or fingerprint access, if enabled on your device.



- To set check stub options from the dashboard, tap ☰.
- To set tax document options from the dashboard, tap ☰.



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