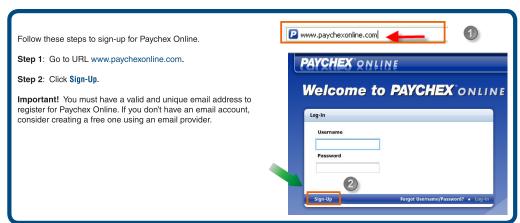
Paychex Online Registration

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

Sign-Up



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

Personal Information

Follow these steps to complete the Personal Information page.

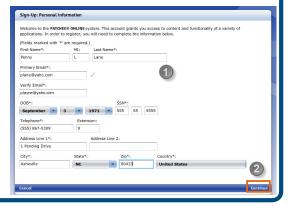
Step 1: Enter the requested personal information.

The Warnings & Errors message will display if a required field is left bank.

Step 2: Click Continue.

Important! If you're already registered as an online user, do not register again. You can request access to multiple accounts from within the Paychex Online application.

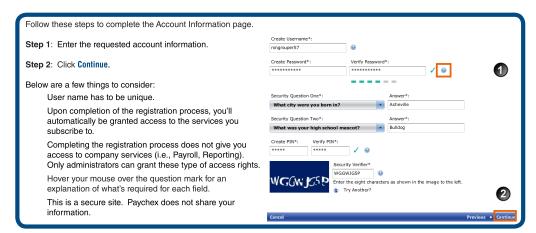
Make sure you have accurate information when setting up a new account, such as full name and SSN. We need this information to verify your identity. Do not enter false or temporary information.



Important! Paychex Online requires Adobe® Flash® Player version 10.1 or higher. If needed, you may download the latest version at

http://get.adobe.com/flashplayer

Account Information



Employee Log-In



Need Assistance?

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

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

