

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.

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

Sign-Up

Follow these steps to sign-up for Paychex Online.

Step 1: Go to URL www.paychexonline.com.

Step 2: Click **Sign-Up**.

Important! You must have a valid and unique email address to register for Paychex Online. If you don't have an email account, consider creating a free one using an email provider.

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 blank.

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.

i 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

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:

User name has to be unique.

Upon completion of the registration process, you'll automatically be granted access to the services you subscribe 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.

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Employee Log-In

Once the registration process is completed, you will automatically be logged into the application.

If you're an employee level user, follow these steps the next time you log into Paychex Online.

Step 1: Go to URL www.paychexonline.com.

Step 2: Enter the **Username** and **Password** and click **Log-In**.

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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.

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