

Please note you will not have access to register on Paychex until after you have received your first paycheck.

PAYCHEX

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.

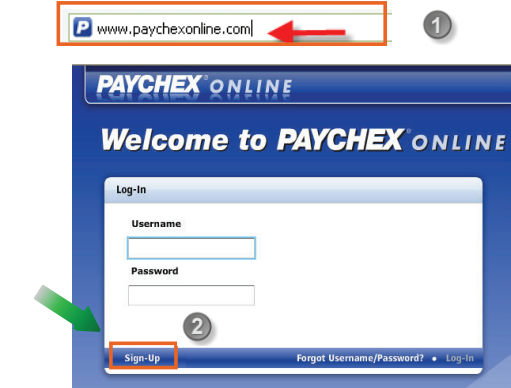
Sign-Up

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.



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

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>

Personal Information

Follow these steps to complete the Personal Information page.

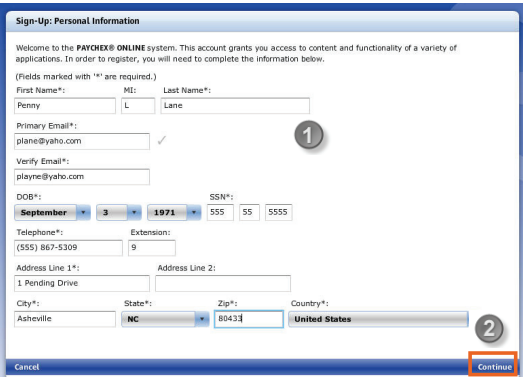
Step 1: Enter the requested personal information.

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.



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.

Create Username*:
rimgrouper57

Create Password*:

Verify Password*:

Security Question One*:
What city were you born in? Answer*:
Asheville

Security Question Two*:
What was your high school mascot? Answer*:
Bulldog

Create PIN*:

Verify PIN*:

Security Verifier*
WGGWJGSP
Enter the eight characters as shown in the image to the left.
Try Another?

Cancel Previous **Continue**

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**.

www.paychexonline.com

PAYCHEX ONLINE

Welcome to PAYCHEX ONLINE

Log-In

Username

Password

Click Forgot Username/Password? if you forget your password or username. An email will be sent with information on how to complete the process.

Sign-Up Forgot Username/Password? **Log-In**

Need Assistance?

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