



Paychex Flex

We are pleased to introduce you to our Paychex Flex website provided to us with our payroll services. Our company has updated its payroll platform to Paychex Flex. Paychex Flex is a secure, self-service online portal where you can easily view your employee handbook, check stubs, health and benefits information, time-off balances, and even schedules.

You will also have on-the-go access to check stubs, vacation balances, and more with the free [Paychex Flex mobile app](#). Securely log in to view your payroll and benefits data whenever and wherever you need it, all from a customized dashboard!

Effective immediately, you will be accessing information from the Paychex Flex site; therefore, please get registered as soon as possible.

Please review these job aids to get started:

- [Paychex Flex Employee Registration](#)

Please register as soon as possible. It's as easy as visiting www.paychexflex.com and clicking Sign-Up.

- [Viewing or Changing Your Personal Information](#)

After logging in, click the Employee icon to see your information.

- [Viewing and Accessing Your Tax Documents](#)

From the Documents icon, you can see your most recent check stubs and forms.

Thank you for your attention to these documents. We hope you'll be as excited about this new online experience as we are.

NOTE: For assistance in registration or help with password resets please contact the **Paychex Flex Helpline at 1-888-246-7500.**

Log in and check out the many features this service has to offer! Paychex Flex features allows you to:

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|--------------------------|---|
| -View past check history | -View tax deduction info |
| -Print tax forms/W2 | -Utilize various calculators (i.e. 401k/Paychex calculator) |
| -View Employee Handbook | -Ability to change address |
| -Access to 401k & FSA | -Add emergency contacts |

Print Employee Name: _____ Employee Signature: _____ Date: _____