

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.

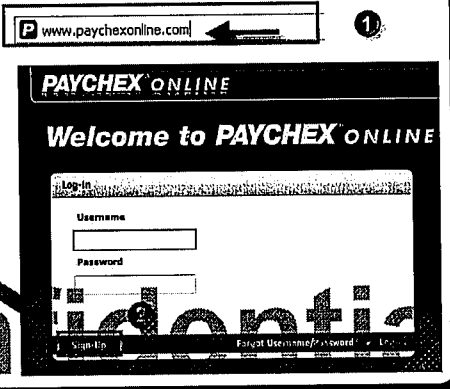
Sign-Up

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.



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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.

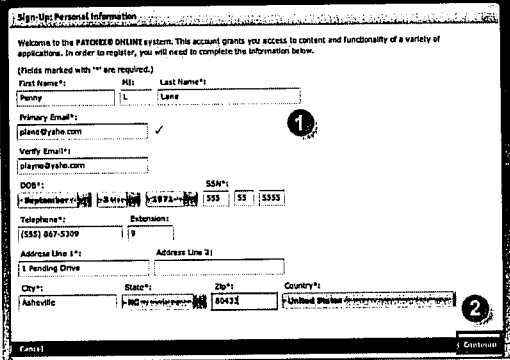
Step 1: Enter the requested personal information.

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.

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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.

[Contact Us](#) • [Help](#) • [Learn More](#) • [Security](#) • [Legal](#)

Accessing Your Check Stubs or Copies of Forms W-2

Important Reminders:

Paychex Employee Services is compatible with Adobe® Flash® Player version 10.1 or higher. If needed, download the latest version at <http://get.adobe.com/flashplayer>.

Your Web browser's pop-up blocker must be set to allow pop-ups from Paychex Employee Services.

i Check with your employer to determine whether you can access your check stubs or copies of your Forms W-2 online.

Documents Screen

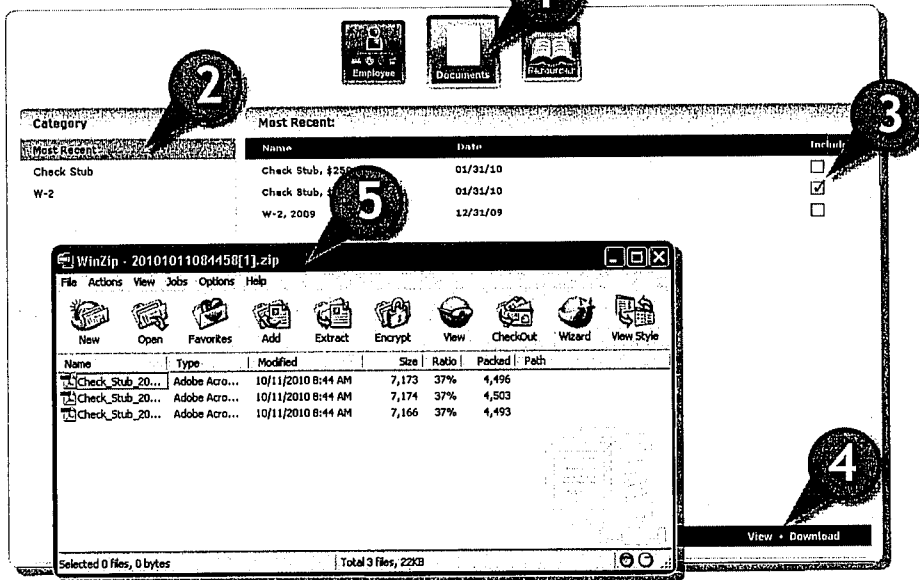
Select the **Documents** icon (1) to view or download your check stubs or copies of your Forms W-2. Click **Most Recent** (2) to retrieve your most recent check stub or Form W-2. Click **Check Stub** or **W-2** to access documents for other check dates or years.

i Refer to Help content for more information.

Select the **Include** (3) checkbox to choose a document.

Click **View** (4) to open a PDF version of the file, or click **Download** to save the file to your computer without viewing it first.

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i A WinZip file (5) is created when more than one document is downloaded.

Copies of Forms W-2

The Forms W-2 available from this screen are copies only; your employer will provide you with file-ready Forms W-2.

You may access your Form W-2 from the previous year by the third Friday in January. Check the Message Center for Form W-2 statement availability.

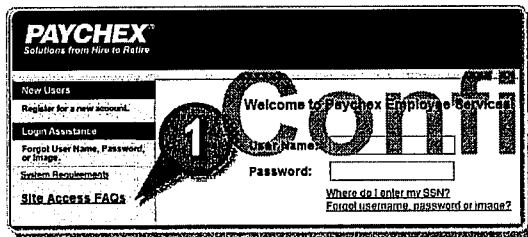
i You can access up to four years of Forms W-2 that were processed by Paychex.

Support

Direct questions to the following resources:

- If you have questions about the information on your check stub or Form W-2, contact your employer.
- If you have questions about user name and password resets or accessing the site, review the Site Access FAQs (1) on the login page of the Paychex Employee Services Web site.

i Check stubs are available to you for up to two years from the time your employer subscribed to the service.



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