

Paychex Flex App



A. How to Register and Create an Account

Step 1: Review your Name, Phone Number, and Email Address

Step 2: Set up your account. You will need to create your username, password, and pin number.

- **Username:** Must be 8 to 18 characters and can use letters, numbers, hyphens, periods, and underscores.
- **Password:** Must be 8 to 32 characters. At least one uppercase and one lowercase letter. At least one number. Only the following special characters can be used: periods, underscores, hyphens, and parentheses. Cannot contain username.
- **Pin Number:** 4 to 10 numeric characters only.

Step 3: Security questions. You will need to set up 4 security questions and answers.

- **Security level:** Select: Receive verification code by phone when logging in from an unrecognized device. Verification code in a text message.

Step 4: Download the Paychex Flex App

B. How to View Check Stubs

Getting there

Go to your Dashboard. Don't see it now? You'll find it in the **Menu**.

1. Your check stubs should appear in a tile on your Dashboard. If you can't see them, talk to your administrator.
2. Click **View All** on the Check Stubs tile.
3. Select a date to see that check's details.
4. To open a printable version of a check stub, click **View PDF**.

Pro tip: On Check Stubs, hover over **View Details** to see the net pay amount. Click **View Details** to see that check's information.

C. How to Change your Direct Deposit

Getting there

Go to My Pay in the **Menu**.

1. Select **Direct Deposit**.

2. Click **Add Bank Account**.

Don't see it? Ask your employer to make changes - or to give you the ability to edit. If an account already exists, you can edit it. Or click **Add Bank Account** to add another.

3. Enter info, then click **Save**.

Deadline

If you have a new bank account or need to add an additional bank account, the new or updated direct deposit information must be entered into your Paychex Flex account by the Monday prior to Friday's pay day. For example, if pay day is on Friday 12/30/2022, the direct deposit information must be updated no later than Monday 12/26/2022. Please refer to your pay schedule.

D. How to View your W2 or 1099 Tax Forms

W2s

W-2s are available starting the first Friday in January.

Getting there

On the Dashboard, go to Tax Documents. Don't see it? Click **Manage Tiles**.

1. On Tax Documents, click the PDF icon to open your latest W-2.

2. To see all tax documents, click **View All**.

1099s

Getting there

On the Dashboard, go to Tax Documents. Don't see it? Click **Manage Tiles**.

Look for your 1099 in Paychex Flex on the second Friday in January.

1. Under Tax Documents, select a PDF.

2. To see multiple tax documents, click on the PDF icons of the documents you want to view, then click **View PDF**.

E. How to Change your Address

Getting there

Select **My Profile** on the left side of your screen. Don't see it? Find it in **Menu** at the top left.

1. In the Personal section, select **Edit**.
2. Update your address information.
3. Click **Save**.

F. How to Add Emergency Contacts

Getting there

Go to My Profile in the **Menu**.

You can update emergency contacts in My Profile or in Human Resources. These steps are for My Profile. For Human Resources steps, type "Update emergency contacts in Human Resources."

1. Under Emergency Contacts, click **Add Contact**.
2. Select **Person** or **Entity/Other**.
3. Enter their contact info.
4. Click **Save**.