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.

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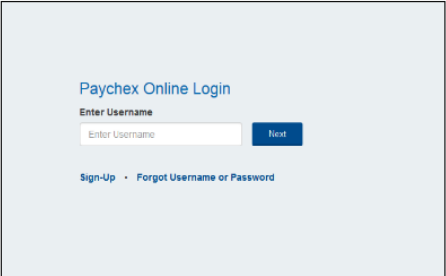
Sign-Up

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
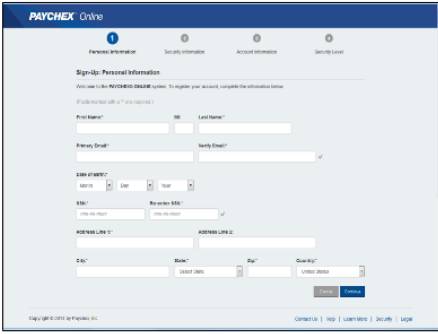
Security Information

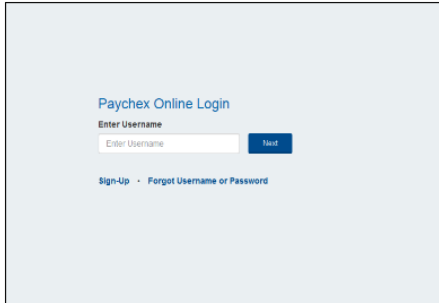# Account Information

Employee Log-In

Once the registration process is complete, you will automatically be logged in to the application.

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

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

Step 2: Enter the Username and Password and click **Next**.

Click **Forgot Username or Password** *if you forget your password or username.*

Paychex Online Login

Enter Username

[Enter Username] [Next]

Sign-Up · Forgot Username or Password

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