

## Instructions for Setting-up Paychex Account for the First Time

- To get started, go to <https://eservices.paychex.com/secure>. Enter your Company ID: **0440-T001**.
- Your username is the first initial of your first name and your entire last name using lowercase letters. (example: "Joseph Bean" would be **jbean**). Your initial password is the first initial of your first name combined with the first initial of your last name (make sure these are capitalized and last name includes any punctuation) and the last four digits of your Social Security number (example: using Joseph Bean with a Social Security # XXX-XX-6677, the password would be **JB6677**).
- Upon clicking the Secure Login button for the first time, be sure to change your password. Please review the attached job aid for additional access information.
- **NOTE: Once you have set up your username and password, you should use [www.mypaychex.com](http://www.mypaychex.com) going forward to access your paystubs. Please refer to the attached guide from here to finalize your setup and access. For Step 4, you will need to select the "Human Resources Online" service.**

**If you have any difficulties establishing access, please contact:**

**Paychex Online Service Center  
(888) 246-7500  
[clientservice@paychex.com](mailto:clientservice@paychex.com)**

## Welcome to MyPaychex.com!

MyPaychex.com is a single point-of-entry Web portal providing you access to your Paychex® Web-based services by using a single username and password.

## Minimum Requirements

Before registering on MyPaychex.com, review the minimum hardware and software requirements. Click **Minimum Requirements** located in the MyPaychex Tools section of the MyPaychex .com main screen.

## Login Registration

The first thing you need to do to access your Paychex services is to register your MyPaychex account at <https://www.MyPaychex.com>

After registering, you only need to log in to MyPaychex once to access all your Paychex services.

If you are a current user of Paychex services, the Introducing MyPaychex screen is displayed. Click **Register** to set up your MyPaychex account or click **How Do I Register?** to see the step-by-step registration process in action.

## 1 Security Check

The Security Check section in the Register for MyPaychex screen prevents automated systems from accessing the registration process on MyPaychex.com.



Enter the six characters displayed and click **OK**. The field is not case sensitive.

If you make an error in typing, the image will reset and you can try again. If you are unable to determine the characters, click the **Try Another?** icon.

## 2 Personal Information

Complete all fields in the Personal Information section. Some fields may already be populated, depending on the service from which you launched registration.

The e-mail address you enter is used to send you important login information regarding your access to MyPaychex. The Last Four Digits of your Social Security Number and Date of Birth fields are used to verify your identity if you need to access your login information or change your password.

## 3 MyPaychex Login Information

Enter a username and password. Usernames must be eight to 50 characters long with no spaces, and may include special characters (. @ - \_). Passwords must be eight to 32 characters long, and must include at least three of these:

- one uppercase letter
- one lowercase letter
- one number
- one special character: . @ - \_ ! # \$ : ~

Challenge Questions 1 and 2 are used as a security measure when you need your password to be reset. The answers are specific to you, such as “What city were you born in?” or “What was the color of your first car?”

Next, click **Security Image** to display a list of images. Select an image you will recall when logging in to MyPaychex.

When logging in, the security image is displayed. If it is the correct image, enter your password. Otherwise, do not continue and contact Paychex immediately to report a possible phishing attempt.

Verify your username displays at the top of the Welcome to MyPaychex login screen. If you enter an incorrect username, a random security image displays. Click **Cancel** and enter the correct username.

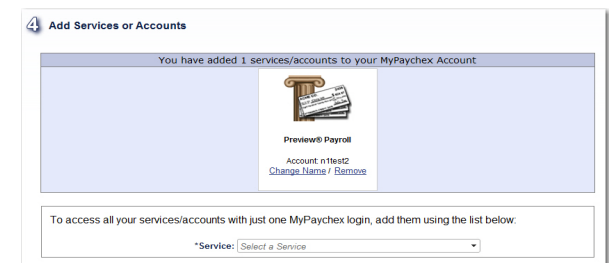
## 4 Add Services or Accounts

Link your MyPaychex account to the Paychex services to which you have access.

Click **Select a Service** in the Service field, and then click the icon representing the service you want to add.

Each service requests the login information you use to access the service.

After adding a service, the confirmation window indicates the service was added successfully.



If you are a current Paychex services user, some access information for your services may already be verified. These services are displayed on the confirmation window.

If you want to add another Paychex service, click **Select a service** in the Service field.

Click **Change Name** to update the account name, or click **Remove** to remove the service from your MyPaychex account.

## 5 Create Your MyPaychex Account

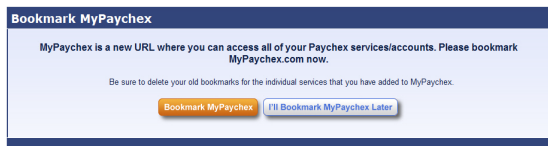


Review the information and click **Create Your MyPaychex Account**. An e-mail is sent to the address you entered during the registration process. Click the link in the e-mail to verify your e-mail address. You can also copy and paste the URL into your Internet browser to confirm the address.

**Important!** You have 24 hours to click the link and verify your e-mail address. Otherwise, you must click **Login** and then **Edit my Profile** to request e-mail verification. If you do not verify your e-mail address, some account management functions will not be available.

## Bookmark MyPaychex

After creating your MyPaychex account, you may click **Bookmark MyPaychex** to add a bookmark in your browser, or you may click **I'll Bookmark MyPaychex Later** to display the Welcome to MyPaychex Login screen.



Three additional bookmark options are displayed in the lower-right corner of the Bookmark MyPaychex screen.



Select one of these options to add a bookmark in the Favorites section of your browser, to your Delicious Web site, or to your Google toolbar.

**Important!** Firefox® users cannot click **Add to Favorites**. Press **Ctrl+D** to add the bookmark to Firefox.

## Managing Your Account

### Resetting Your Password

If you forget your password, enter your username and click **Continue**. Verify the security image displayed is the one you selected during registration. If the image is correct, click **Forgot Password** under the Password field.



The MyPaychex Password Reset screen displays. Enter the displayed characters and click **Next**.

Enter the last four digits of your social security number, your date of birth, and answer the challenge question to authenticate your access. Click **Next**.

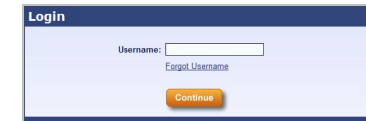


MyPaychex displays the New Password field to reset your password.

Be sure to type the password the same in both password fields. Click **Reset Password** and MyPaychex displays the "Password Reset Successful" message. Click **Go to My Services** to begin.

### Retrieving Your Username

If you forget your username, click **Forgot Username** in the Welcome to MyPaychex login screen.



The Get Username screen displays. In the E-Mail Address field, enter the e-mail address you used when you registered for MyPaychex.

If you did not validate your e-mail address at registration, this screen displays the Service Center number to call.

## Do You Need Additional Support?

Click **Contact Us** in MyPaychex.com to display information about our Web-based application support.

The support team you contact depends on the application with which you need assistance.