

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 www.paychexonline.com

Step 2: Click Sign-Up

*Important! You must have a valid email address to register for Paychex Online. If you don't have an email account, consider creating a free one using an email provider.

PERSONAL INFORMATION

Follow these steps to complete the Personal Information Page

Step 1: Enter the requested personal information

Step 2: Click Continue

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

*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.

SECURITY INFORMATION

Follow these steps to complete the Security information page:

Step 1: Select Security Question One

Step 2: Type your answer for Security Question One

Step 3: Select Security Question Two

Step 4: Type your answer to Security Question Two

Step 5: Click Continue

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:

- Username has to be unique
- Upon completion of the registration process, you'll automatically be granted access to the services your company subscribes to.
- Completing the registration process does not give you access to company services. 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

EMPLOYEE LOGIN

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 Log-in.

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

NEED ASSISTANCE?

Please contact your client administrator for assistance with registering for and accessing Paychex Online.

HELP LINE 888-246-7500