

To register go to: [www.eservices.paychex.com](http://www.eservices.paychex.com)

**Your user name is:** Your first initial and full last name.... (John Smith – jsmith)

**Password:** Initial of first and last name capitalized plus last 4 digits of your SS# - JS1234.

**Add Services or Accounts, – Human Resources Online.**

**Our company ID Number - 0495 W705.**

# PAYCHEX MyPaychex.com for Client Employees

## 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

Contact your client administrator before registering 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.

Only client administrators can register on MyPaychex if the client is set up for Admin Only access.

## 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 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 verified.

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.

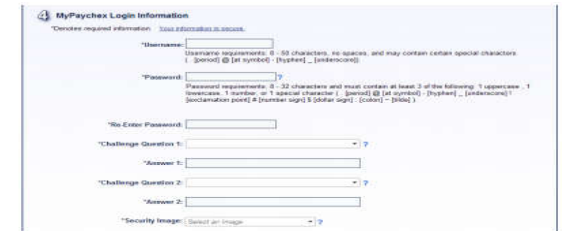
## 3 Personal Information



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

The email address you enter is used to send you important login information regarding your access to MyPaychex. The Date of Birth field is used to verify your identity if you need to access your login information or change your password.

## 4 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, © 2013 Paychex, Inc. All rights reserved. MPC-1003-131212

a random security image displays. Click **Cancel** and enter the correct username.

## 5 Create Your MyPaychex Account

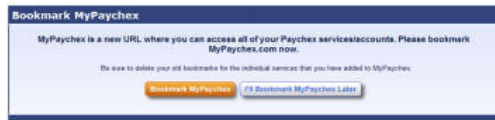


Review the information and click **Create Your MyPaychex Account**. An email is sent to the address you entered during the registration process. Click the link in the email to verify your email address. You can also copy and paste the URL into your Internet browser to confirm the address.

**Important!** You have 24 hours to click the link and verify your email address. Otherwise, you must click **Login** and then **Edit my Profile** to request email verification. If you do not verify your email 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.



## 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 your date of birth, and answer the two challenge questions 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 email address you used when you registered for MyPaychex.

If you did not validate your email 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.