

## Employee: Getting Started with the Paychex Flex® App



### Access your account from anywhere with the Paychex Flex App

Accessible from any Apple iOS device or Android-powered smartphone, the Paychex Flex App is virtually identical to the desktop experience. Enjoy 24/7 access to your pay and benefits data right at your fingertips.

#### Register for Paychex Flex

Don't have a Paychex Flex account? Go to <https://myapps.paychex.com/> to get started.

The following information will be needed to complete your registration:

- Name (First, Last, and Middle Initial)
- Address
- Phone Number
- Social Security Number
- Primary Email Address

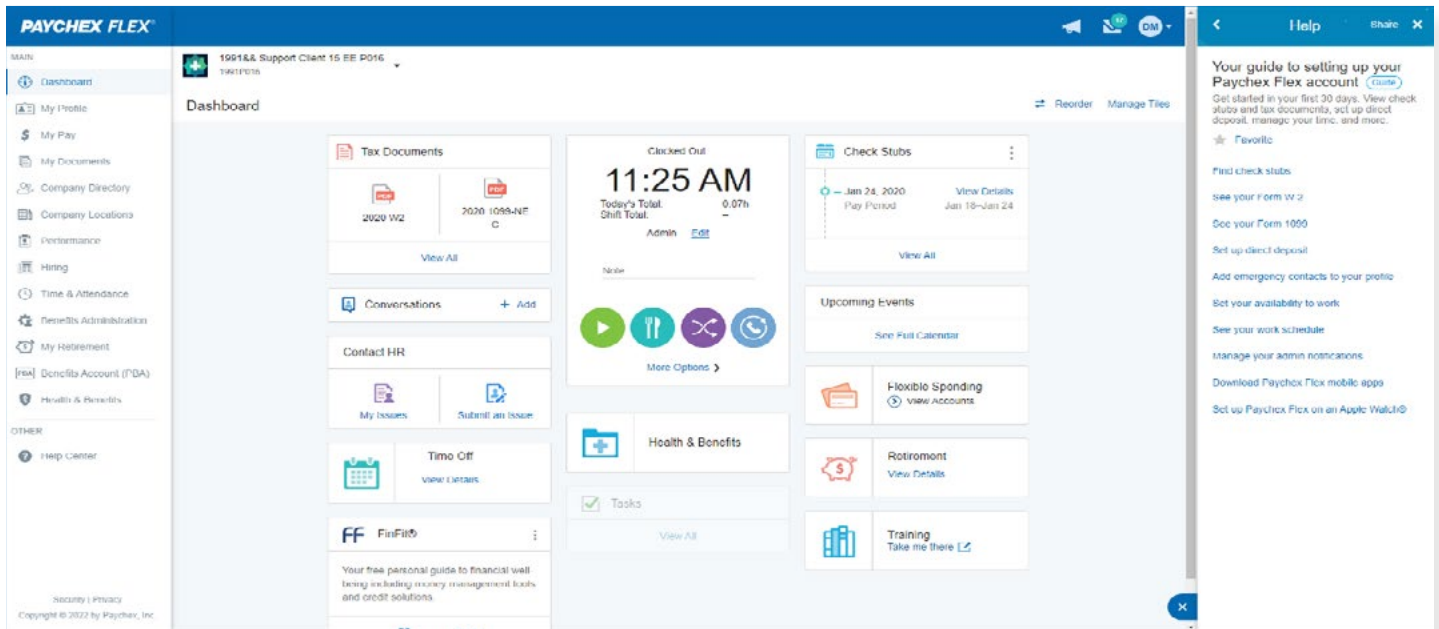


Please ensure the information provided matches the details you have given your employer to avoid delays.

After completing these steps, you will receive an email confirmation. Once you're registered, you'll be able to enjoy all of the capabilities Paychex Flex offers online and on the go through the mobile app. **If you get stuck getting set up, don't worry!** Simply reach out to your company admin for additional information and assistance.

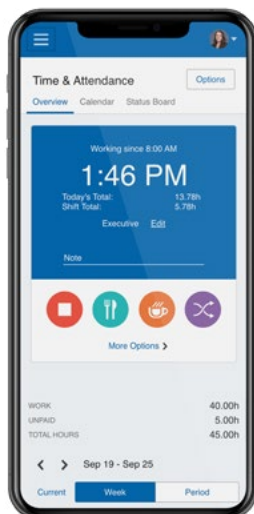
# Get the Paychex Flex App

Once your Paychex Flex account is set up, **download** the Paychex Flex app from the Apple App Store or Google Play and **login** to experience the capabilities.



With our modern employee mobile experience, you can:

- View your pay
- Access your Employee Dashboard
- Set up direct deposit
- See your W-2 Form and 1099
- Add emergency contacts to your profile
- Set your availability to work
- See your work schedule and time and attendance
- View Health and Retirement Plan Information
- See your notifications
- Set up Paychex Flex on an Apple Watch®



## Take Paychex Flex on the Go



Stay connected to your favorite features by downloading the app today.