Guide to Accessing Direct Deposit Pay Stubs via Paychex Flex

Step 1: Register for Paychex Flex

1. Visit the Paychex Flex website: Go to www.paychexflex.com.

2. Click on 'Sign Up': If you are a first-time user, click on the 'Sign Up' link.

3. Enter Your Personal Information: Follow the prompts to enter your personal information, including your Social Security number and employee ID (if required).

4. Create a Username and Password: Choose a secure username and password for your account.

5. Set Up Security Questions: Select and answer security questions to protect your account.

Step 2: Log In to Your Paychex Flex Account

1. Go to the Paychex Flex website: Visit www.paychexflex.com.

2. Enter Your Username and Password: Log in using the username and password you created during registration.

Step 3: Access Your Pay Stubs

1. Navigate to the 'Pay & Tax' Section:

   - Once logged in, click on the 'Pay & Tax' tab in the top menu.

2. View Your Pay Stubs:

   - Under the 'Pay & Tax' section, you will see a list of your recent pay stubs.

   - Click on the pay stub you want to view. It will open in a new window where you can review the details.

3. Download or Print Your Pay Stub:

   - To download, click on the download icon.

- To print, click on the print icon.

Step 4: Sign Up for Direct Deposit (If Not Already Enrolled)

1. Navigate to the 'Direct Deposit' Section:

  - Under the 'Pay & Tax' tab, find the 'Direct Deposit' option.

2. Add a Bank Account:

  - Click on 'Add Account' and enter your bank account information.

3. Verify Your Account:

  - Follow the prompts to verify your bank account information.

Support

If you encounter any issues or need assistance, please contact our HR department at [HR Email/Phone Number] or refer to the Paychex Flex support page at www.paychex.com/support.