

Getting Started

Use Paychex Employee Services to access your:

- personal and payroll information
- copies of Forms W-2, or
- check stubs.

i Access to this information depends on the services your employer subscribes to.

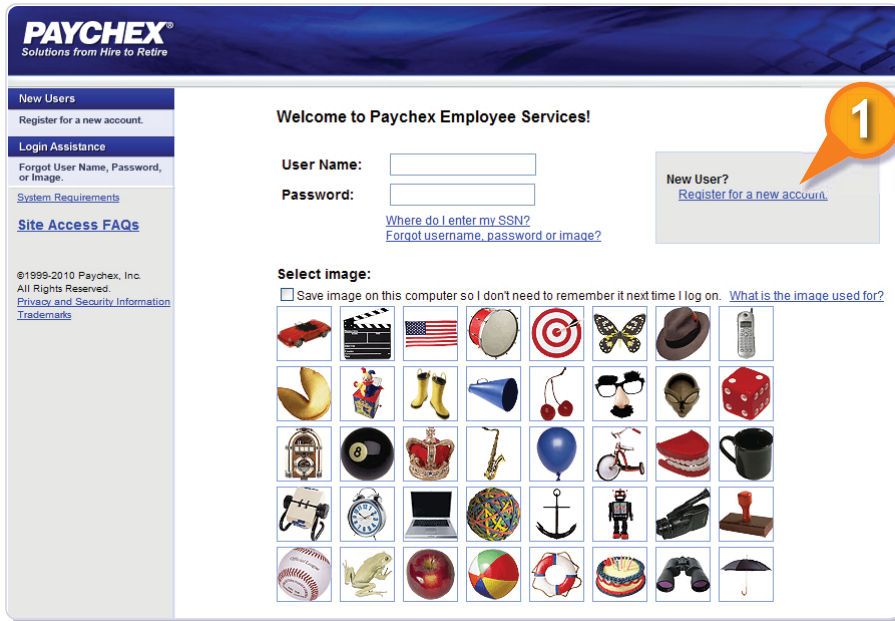
Important Reminders:

Paychex Employee Services is compatible with Adobe® Flash® Player version 10.1 or higher. If needed, download the latest version at <http://get.adobe.com/flashplayer>.

Your Web browser's pop-up blocker must be set to allow pop-ups from Paychex Employee Services.

If you don't already have access to Paychex Employee Services, you must register for a user name and password at <http://benefits.paychex.com>.

Click **Register for a new account** to get started. **(1)**



You must enter the required information to set up an account for Paychex Employee Services.

Make sure to record your selected user name, challenge question answers, password, and security image. You will use this information to log in to Paychex Employee Services.

Click **Submit (3)** to save your registration information.

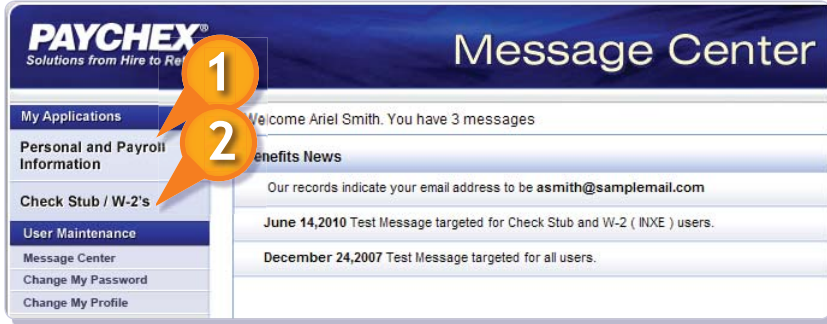
***i** An asterisk (*) (1) indicates a required field.*

***i** Click the question mark (2) to find out more about a particular field.*

The screenshot shows the 'Create My Account' registration form. It includes fields for First Name (Ariel), Last Name (Smith), SSN (masked with dots), Zip Code (14626), Birth Date (01/01/1965), User Name for Login (asmith5), Email Address (asmith@samplemail.com), and Telephone (555-5555). There are two challenge questions: 'What city were you born in?' (Newark) and 'What was the color of your first car?' (white). A password field is also present. A security verifier image shows the characters 'CFNJWJ2U'. At the bottom, there is a 'Security Image' section with a 'Select Image' button and a 'Submit' button. Callout 1 points to asterisks on the First Name and Last Name fields. Callout 2 points to a question mark icon next to the Birth Date field. Callout 3 points to the Submit button.

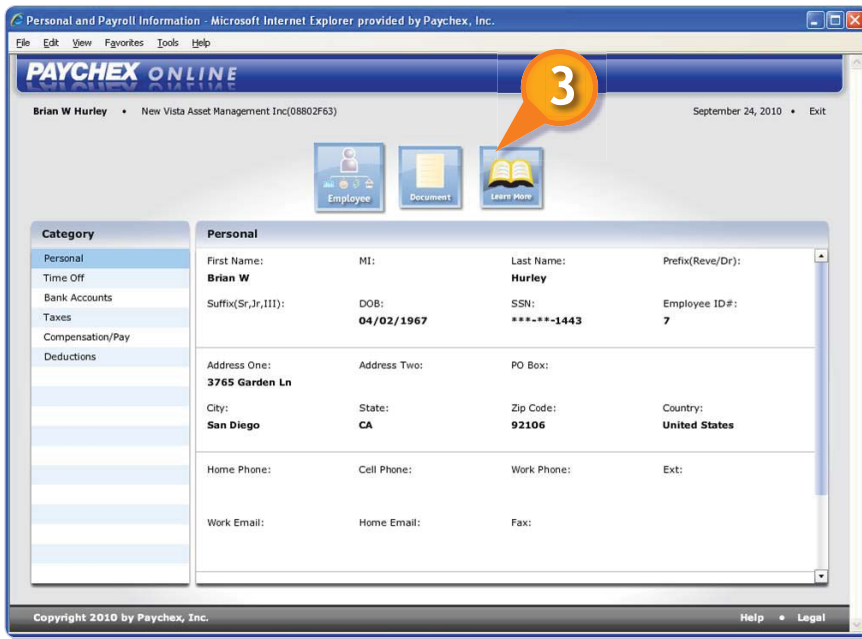
When registering, you will be asked to enter your social security number and ZIP code. The information you enter here must match what your employer has in the payroll records. If it does not, you will not be able to continue with the registration. Contact your employer to verify the information on file.

Once registered, go to <http://benefits.paychex.com> to log in. From the Message Center, select **Personal and Payroll Information (1)** or **Check Stub/W-2's (2)**. Access to these options depends on the products your employer subscribes to.



***i** You may also log in to Paychex Employee Services at www.paychex.com. Use the login section at the top right of the screen.*

Once in the application, click **Learn More (3)** to access additional information about each of the screens.



If you have questions about the information on your check stub or Form W-2, contact your employer. If you have questions about user name and password resets and accessing the site, review the Site Access FAQs on the login page of the Paychex Employee Services Web site.