

Welcome to MyPaychex.com!

MyPaychex.com is a single point-of-entry Web portal providing you access to your Paychex® Web-based applications. By using a single username and password, you can access:

- Preview® Hosting Service
- Paychex HR Online and Paychex eServices (Employee Access Online and Paychex Online W-2 Service)
- Time and Labor Online

Available in 2010...

- Benefits Online (Retirement Services (employees), Flexible Spending Account, and Health & Benefits)
- Paychex Online Services (Paychex Online Payroll®, Retirement Services (administrators), General Ledger Reporting Service, and Online Reports)

Registering Your Username

The first time you log in to your Paychex application(s), MyPaychex (www.mypaychex.com) is accessed. Click **Register** to begin.



Note: You have the option to defer registration up to 10 times or your company's initial 90-day grace period, whichever comes first.

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.

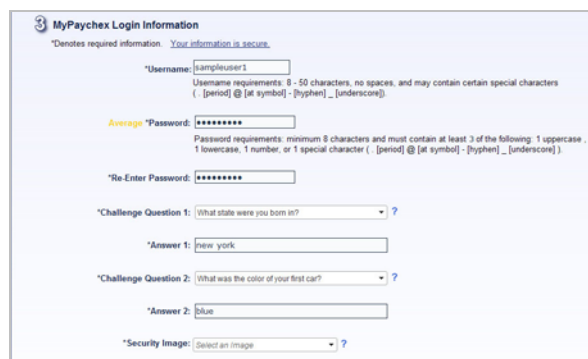
2 Personal Information



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

The e-mail address you enter is used to send you important login information regarding your access to MyPaychex. The Last Four Digits of your Social Security Number and Date of Birth fields are used to verify your identity if you need to access your login information or change your password.

3 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 at least eight characters long, and 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 request your password 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, select a security image. Click **Security Image** to display a scrollable 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, a random security image displays. Click **Cancel** and enter the correct username.

4 Add Applications or Accounts

Link your MyPaychex account to the Paychex applications to which you have access.



Click **Select an application** in the Application field, then click the icon representing the application you want to add.

Each application requests the username and password information you use to log in to the application.

If you are a new user to any Paychex application, contact your administrator for temporary login information to help you access the application for the first time.

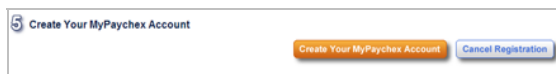
If you are a current Paychex application user, some access information for your application may already be verified. Confirm access from the confirmation window (see the screen image on the next page).

After adding an application, the confirmation window indicates the application was added successfully.



You may now click **Select an application** in the Application field to add another Paychex application, click **Change Name** to update the account name, or click **Remove** to remove the application from your MyPaychex account.

5 Create Your MyPaychex Account

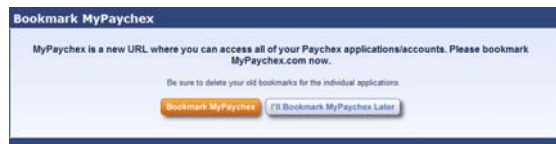


Review the information and click **Create Your MyPaychex Account**. An e-mail is sent to the address you entered during the registration process. Click the link in the e-mail to verify your e-mail address. You can also copy and paste the URL into your Internet browser to confirm the address.

Important! You have 24 hours to click the link and verify your e-mail address. Otherwise, you must click **Login** and click **Edit my Profile** to request e-mail verification.

Bookmark MyPaychex

After creating your MyPaychex account, you may click **Bookmark MyPaychex** to first add a bookmark in your browser, or you may click **I'll Bookmark MyPaychex Later** to display the Welcome to MyPaychex Login screen.



Three additional bookmark options are displayed in the lower-right corner of the Bookmark MyPaychex screen.



Select one of these options: to add a bookmark in the Favorites section of your browser, to your Delicious Web site, or to your Google toolbar.

Important! Firefox users cannot click **Add to Favorites**. Press **Ctrl+D** to add the bookmark to Firefox.

Setting Your PIN

If you have administrative access to a Paychex application, you are presented with the Create Security PIN screen from the application launch screen. The personal identification number (PIN) is an extra layer of security for those accounts for which you have administrator access. This PIN differs from any PIN used previously to log in to your application.



Resetting Your PIN

If you forget your PIN, click **Forgot your PIN?** to reset it. An e-mail is sent to your registered e-mail address. Follow the instructions in the e-mail to reset your PIN.

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 the last four digits of your social security number, your date of birth, and answer the challenge question 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 Applications** to begin.

Retrieving Your Username

If you have forgotten 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 e-mail address you used when you registered for MyPaychex.

If you did not validate your e-mail address at registration, this screen displays the support number to call.

Additional Support

For Paychex Online or Preview Hosting Service, contact your local Paychex representative between 8:00 a.m. – 5:00 p.m. local time.

For Retirement Services, Flexible Spending Accounts, COBRA, PBS Health & Benefits Online, Paychex HR Online, or Time and Labor Online, contact the Service Center at Paychex **877-281-6624** between 8:00 a.m. – 8:00 p.m. ET.