

# My Paychex Instructions

Go to: <https://www.mypaychex.com>

**\*Initial set up must be done on a computer**

(It will not allow you to do this from a smart phone)

A) Click on the  button in the lower right hand side of the screen.



B) Enter the displayed 6 character code then click "OK." If the fields match, the rest of the registration process will become available.



**\*Follow steps C-F closely**



C) In the "Select an Application" dropdown, select "Human Resources Online"

D) You **MUST** enter the company ID: **0450 T730**

**Below will be your username and password to begin:**

E) **Username:** lowercase first initial + last name (i.e. jsmith)

F) **Password:** uppercase first initial + upper case last initial + the last 4 digits of your ssn (i.e. JS3944)

Then click "**Verify**" to validate the information. *You will NOT need this information to log in moving forward.*

**G) Enter your:**

- First Name
- Last Name
- E-Mail Address
- Last four digits of your Social Security Number
- Date of Birth

This information will be used to verify your account in the event that you forget your username or password. Please verify your entries for correct spelling and punctuation before continuing to section 4.

**H) Enter your:**

- Desired username, 8-50 characters in length.
- Desired password, at least 8 characters in length. Your password is case sensitive, and it must contain at least two of the following:
  - 1 uppercase letter
  - 1 lowercase letter
  - 1 number
  - 1 special character
- Challenge Questions 1 & 2 and Answers. These questions will be used for self help if you forget your username and password, and also if you have to call in to the support center.
- Choose a Security Image. Images will appear at login to prevent phishing. If you login and you do not see the security image you selected, your account may have been compromised.

**I)** Click on the  button to complete your registration. If you are not directed to a confirmation screen, then check over to be sure all of your entries are valid. Once your account has been created successfully, you will also be asked to make MyPaychex.com one of your Internet Explorer Bookmarks.

**If you need any assistance during registration, you can call 1-877-281-6624 and press option 1. Business hours are Monday-Friday from 8:00 am EST to 5:00 pm EST.**

**System Requirements for Mypaychex.com**

Microsoft® Windows® XP, Vista®, Internet Explorer® 7 or higher and Firefox® 2.0 & 3.x

\*\*Note: Safari or Mac OS® X are **not** supported.

Your browser must be set to allow cookies.  
Set your pop-up blocker to allow pop-ups from mypaychex.com.

**Need help? →→→→→→→→**