

How do I reset my login credentials?

Paychex Oasis

What you will need:

You will need the following items to begin:

- Email address associated with your account
- User ID

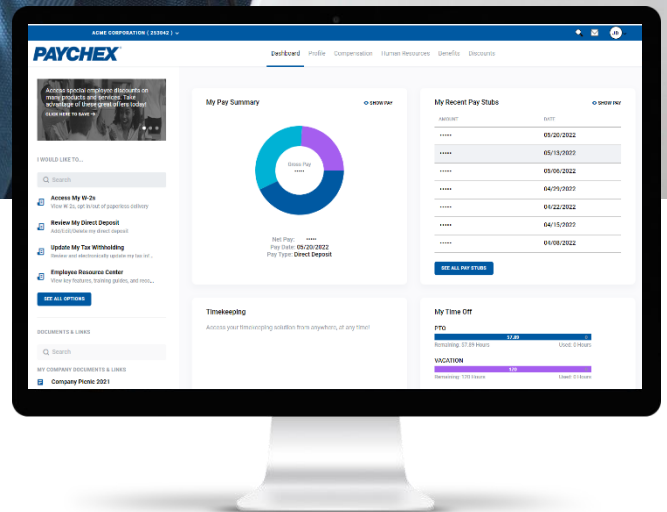
Instructions:

1. Go to <https://portal.oasisassistant.com/>
2. Select **Need Help Logging In?**
3. Select the appropriate assistance type:
 - a. **Forgot Username** or
 - b. **Forgot Password**
 - c. **Click Submit.**
4. Enter necessary information based on selection and **Click Submit.**

An email will be sent to the email address on file with a temporary password.

Please note: You will be prompted to change your password upon login.

Note: Your username and password are selected as part of the sign-up process. Consider choosing a username and password, that are easy for you to remember.



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Step by Step Instructions:

1. Go to <https://portal.oasisassistant.com/>
2. Select Need Help Logging In?

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HR | Payroll | Benefits | Insurance

Please sign in

Username
Password

SIGN IN

English

NEED HELP LOGGING IN?

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Not Registered Yet?

If the business you work for is a client of Paychex, please click the link below to register.

SIGN UP

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3. Select the appropriate assistance type:
 - a. Forgot Username or
 - b. Forgot Password
 - c. Click Submit.
4. Enter necessary information based on selection and click Submit.

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HR | Payroll | Benefits | Insurance

Please sign in

Username
Password

SIGN IN

Paychex Oasis Administration

Account Assistance

Please make a selection

Forgot Username
 Forgot Password

CANCEL SUBMIT

3

Paychex Oasis Administration - Forgot Username

Please provide your Email Address:

Email Address

Paychex Oasis Administration - Forgot Password

If you do not know your User ID, please use the Forgot Username option in the Need Help Logging In link. If you are unable to retrieve your User ID, please contact us at 800-822-8704.

User ID

User ID

Email Address

Email Address

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