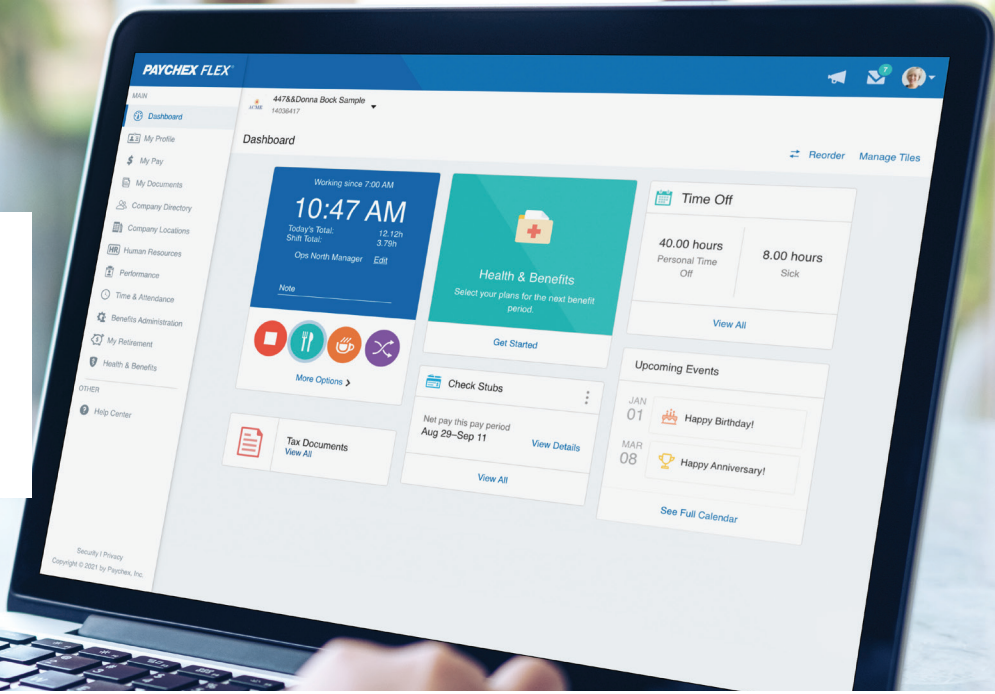
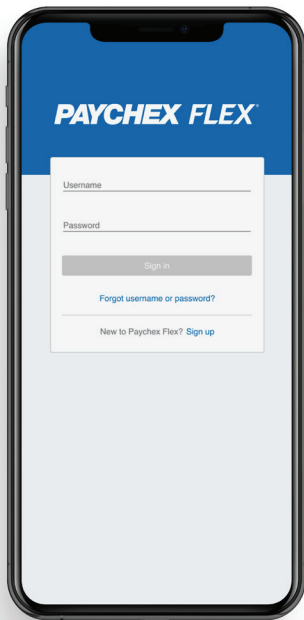


Admin: Getting Started with the Paychex Flex® App



Enjoy Paychex Flex Wherever You Go

Fitting business tasks into your busy day has never been easier. Accessible from any Apple iOS device or Android-powered smartphone, the Paychex Flex App is virtually identical to the desktop experience.



With 24/7 access to your account right at your fingertips, you can:

- Enter, review, and submit payroll on the go
- Access vital reports
- View check stubs and tax documents
- Access employee profiles and time-off balances
- View retirement plan balances, participation rates, and employee eligibility
- Access health and benefits information

Take Paychex Flex on the Go





PAYCHEX


HR | Payroll | Benefits | Insurance

Setting Up Your Employees

Help your employees optimize the capabilities of Paychex Flex! As the Paychex Flex Account admin, you will be responsible for ensuring that employees receive the information needed to register their accounts in Paychex Flex. For employees to register, you will first need to ensure that they are added to Paychex Flex People.


If the employee is not already added, follow these steps:

- Log into [Paychex Flex](#)
- From your dashboard, select the people icon on the top right of your screen to open your people list 
- At the top, select 
- Choose the appropriate employee type (Import, Send Account Invites and Refresh)
- ***Important*** Please ensure that “Send Paychex Flex account invite” is toggled ON, otherwise the employee will not receive the invitation to register
- Enter the employee’s information in the appropriate fields
 - ***Important*** the information that you enter for the employee must be exactly what the employee uses when they register
 - **Example:** If you enter Nicholas for a first name, and the employee registers with Nick — they will not be able to complete the registration
- Click Save and Continue
- Enter the remaining information
- Click Finished



Send Paychex Flex account invite

Once you save this person’s information, they’ll automatically receive an invitation to create their account. Then, they can provide their info, view paystubs, and access the Help Center. If you opt-out, you can invite them later instead.



Once you select Finished, the employee will receive an email invitation. They will use this email to create their account.



Employees can get started on their own by following the steps in this guide:

[Paychex Flex Getting Started Guide](#)