

Instructions to set up MyPaychex account to view online payroll records and FSA

After you receive your first paycheck follow the instructions below to create a MyPaychex account and then link HROnline application to your MyPaychex profile for 24/7 online access to individual payroll records and year-end tax documents.

- 1) Go to www.MyPaychex.com.
- 2) Click on the button to register and create a MyPaychex account. Guides are available by accessing the **How To Use MyPaychex Tools** link on the homepage.
- 3) After creating an account, you will need to add your HROnline and Benefits Online (FSA if enrolled) applications to your MyPaychex username and password.

NOTE: If you already have a MyPaychex account created, click **Mange User Accounts** on the top right to Add Accounts or Services.

You will need your login credentials for HR Online to complete the linking process:

- Your Company ID is 0400-2091
- Your username is the first initial of your first name and your entire last name (for example, jbean).
- Your password is the first initial of your first name combined with the first initial of your last name, both **capitalized**, and the last four digits of your Social Security number.
- (For example, using Joseph Bean with a Social Security number of XXX-XX-6677, the password would be JB6677).

If you need help setting up your MyPaychex account, linking applications or forget your MyPaychex username or password, please call the **Paychex Support Center at (877) 281-6624**.