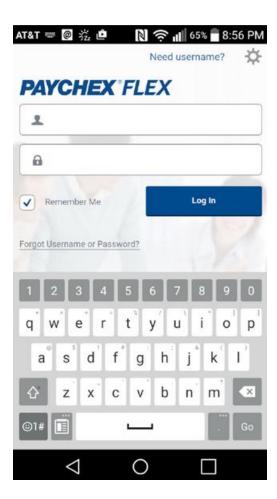
PAYCHEX FLEX**

Paychex Flex Mobile App Guide

•NOTE: you must first create an account via paychexflex.com before being able to use the app.

Step 1) Login with username and password previously made on the Paychex Flex website.



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Step 2) The on the top left of your screen is your go-to method for navigating the page and results in the pop-up menu in Figure B. When navigating, note that the (to the right of the , when applicable) brings you back to the previous screen.

Figure B navigation panel Figure A main menu 8:56 PM AT&T 🗔 @ 嵹 🗅 AT&T 🗔 @ 🟂 🖒 8:57 PM PAYCHEX Log out My Account - Healthcare Staffing Profession.. My Accou Home Check Stubs Ch **Check Stubs** ____9 Check Stubs Check Stubs > Retirement Retirement Re EDIT m Time Off 401(k) Plan 401(k) Plan > Account Balance: \$0.00 Account Bala Tax Documents Tir Time Off EDIT My Profile PTO: 0 hours PTO: 0 hours > Settings Ta Tax Documents Feedback Tax Docume Tax Documents > About App My Profile \triangleleft \circ

- LEGEND: (1) Check Stubs: check previous check stubs.
- (2) Retirement: retirement balance, contributions, returns, and loans.
- (3) Time Off: Vacation + personal time off (PTO) balance.
- (3) Health & Benefits: benefits info, eligibility date and status, premium amounts.
- (4) FSA: Flexible spending account; info on unreimbursed medical/dental and dependent care expenses, reimbursements, elections, claims history, and debit cards.
- (5) Tax Documents: e.g. W-2 forms.
- (6) My Profile: work details, personal details, earnings, taxes, and deductions.
- (7) Settings: choose to enable notifications.