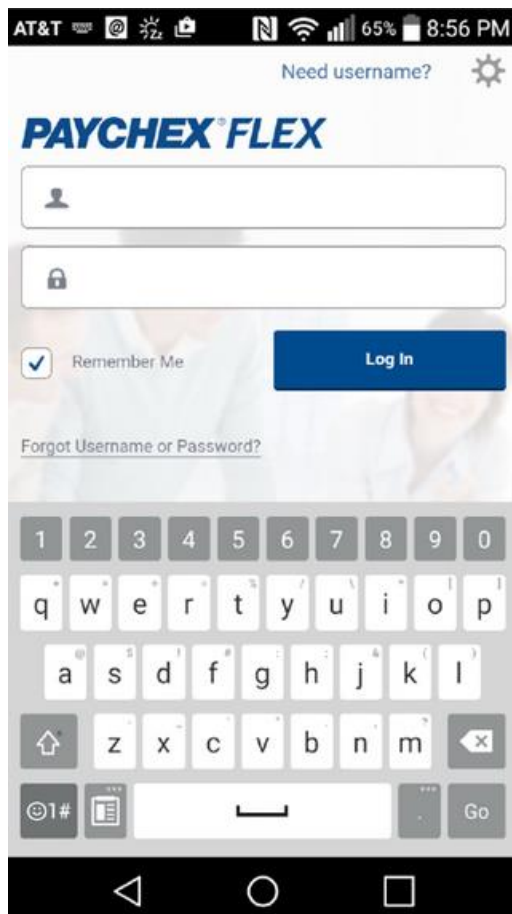





## Paychex Flex Mobile App Guide

•NOTE: you must first create an account via [paychexflex.com](https://paychexflex.com) before being able to use the app.

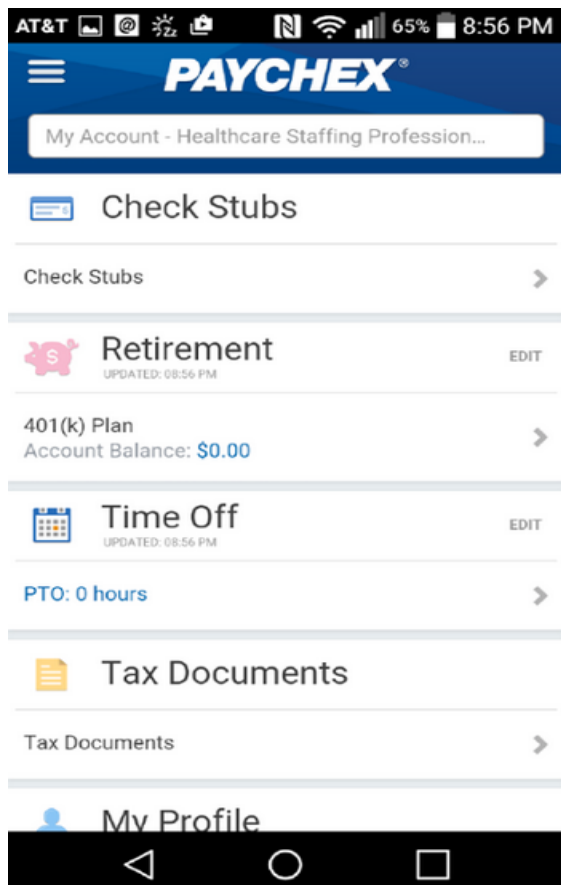
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Step 1) Login with username and password previously made on the Paychex Flex website.

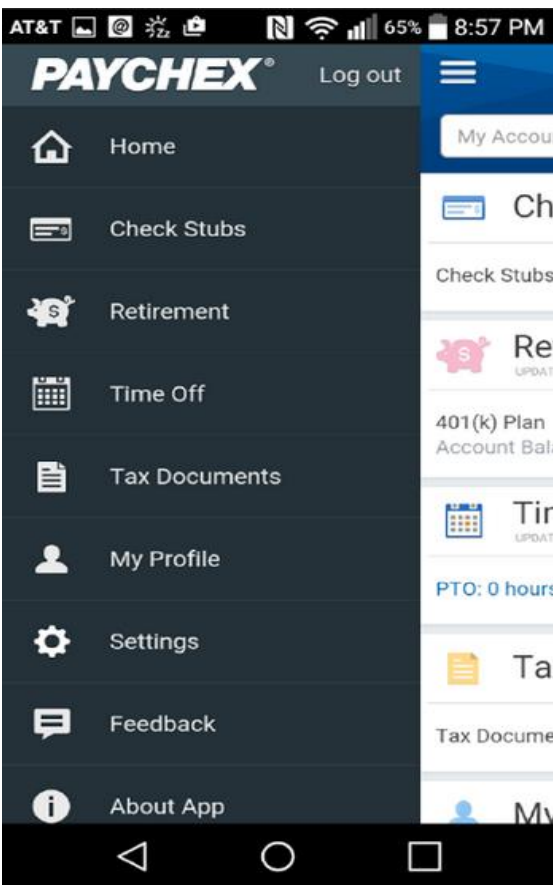


Step 2) The  on the top left of your screen is your go-to method for navigating the page and results in the pop-up menu in **Figure B**. When navigating, note that the  (to the right of the , when applicable) brings you back to the previous screen.

**Figure A** main menu



**Figure B** navigation panel



**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.