Using the Paychex Flex App

The Paychex Flex® app offers clients, employees, accountants/CPAs, and approved contractors an easy way to access their Paychex Flex account (www.paychexflex.com) from an Apple® iOS device or Android™-powered smartphone that is virtually identical to the desktop experience. The Paychex Flex app gives you 24/7 access to your payroll and benefits data with the tap of an icon, and the option to log in with a touch of your finger.

Client administrators can view their personal data, perform payroll tasks, and access information about their company and employees.

Get Registered

Before using the Paychex Flex app for the first time and if you were not previously provided a Paychex Flex account, you must complete your Paychex Flex account registration. From the Paychex Flex Mobile App Login screen, tap More, then Sign Up. You can also go to www.paychexflex.com and tap Sign-Up using a desktop, laptop, or a mobile web browser.

For assistance in registering or getting connected to their Paychex Flex account, employee users must contact their company administrator. Your employee users may refer to the Employee Users learning aid, which is available on the Mobile Support site (www.paychex.com/print/mobile).

Get the Paychex Flex App

Download the Paychex Flex app from the Apple® App Store™ or Google® Play™.

Important!
Users who access these sites cannot use the Paychex Flex app:
- www.mypaychex.com
- online.paychex.com
- benefits.paychex.com

Tap the applicable store link on the Mobile Support site www.paychex.com/print/mobile to locate the app you need.

For the current requirements for using Paychex Flex, go to www.paychex.com/resources/requirements.aspx
Accessing Dashboard Items

The Paychex Flex app provides dashboard access to your Paychex Flex account data. As the client administrator, you can access company-level information and perform payroll entry tasks. You can view system messages by tapping the envelope symbol in the header.

You may also access your personal information by selecting My Account from the Menu. (Refer to the Employee Users learning aid for more information.)

- **Analytics & Reports**
  Tap View Reports to access regular payroll and tax reports, your favorite reports, and report sets.

- **Current Payroll**
  Tap Begin or Resume to enter, review, and submit payroll for employees and independent contractors.

- **Last Payroll**
  View details of the last payroll, including the Payroll Journal and Cash Requirements.

- **People**
  View the People List, where you can access active employees, terminated employees, and users. From here you can view an employee's check stubs and tax documents, and get his profile. You can view or edit the profile demographics, employment, pay, and time off information.

- **Benefits**
  View plan types, current and future enrollments, newly eligible employees, and carrier information.

- **Retirement**
  View participant and plan balances, investment balance information, contributions, allocations, employee data, and loan activity. Employee users can edit their contribution and investment allocations.

- **Feedback**
  Tell us what you like (or don’t like) about the app.

- **Tools & Resources**
  View links to Human Resources, Benefits carriers, and Retirement carriers.

Paychex apps and procedures employ strict security standards. You can also protect your data by:

- never leaving your smartphone unattended in public places.
- setting your smartphone to lock or time out. Require a password.
- regularly checking for operating system updates to ensure you have the latest security features.
- downloading apps only from an approved marketplace.

Available features on the dashboard are determined by your company profile. For example, if your company has not subscribed to a retirement plan, Retirement will not display.
App Security

The Paychex Flex app logs you out after being idle for 30 minutes. You must then log back in from the Login screen. You may log out at any time by tapping Logout from the Menu.

Viewing the App Tours

Before you log in, tap More to access the Employee and Administrator tours of the Paychex Flex app.

These tours enable you to see key features of the app, without needing to log in to your Paychex Flex account.

After viewing the tour, tap Back to Login.

Navigating in the App

- To display the Menu of services that are set up for your account, tap.
- Tap My Account or Company at the top of the Menu to switch between the employee and employer views.
- Clients with more than one company ID, or accountants/CPAs with access to multiple clients, can access each company by selecting the Company drop-down menu.
- Select Global Settings to choose a default company, manage notifications, or select fingerprint access, if enabled on your device.

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