

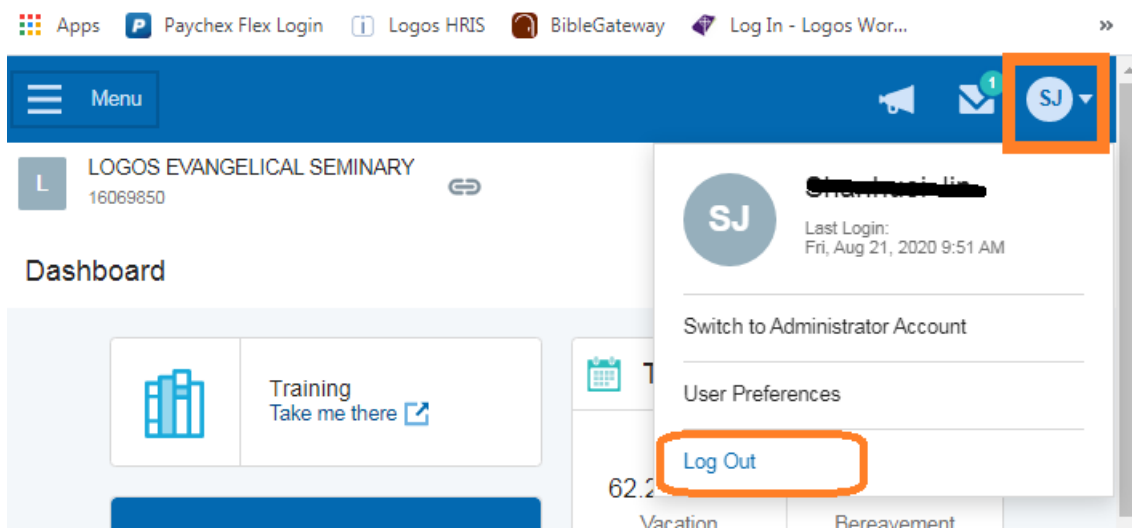
SOP PayChex How to Log out properly (PC or Mobile App)

8/21/2020

It is a good security measure to log out before leaving PayChex.

From PC, web browser,

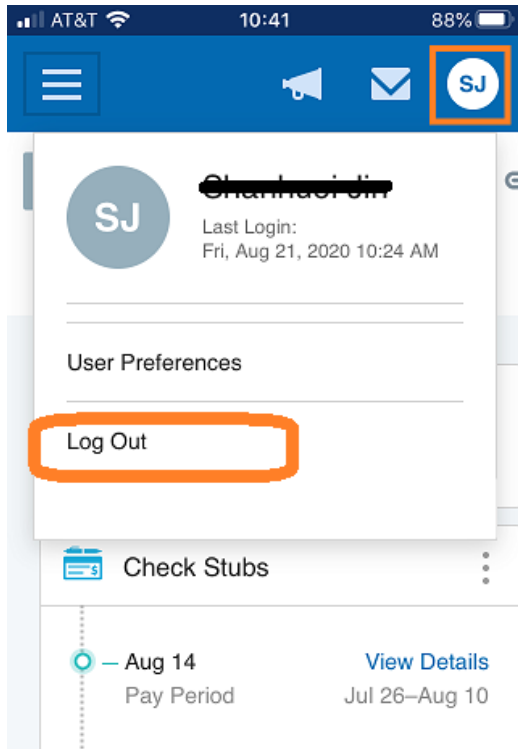
Click on your abbreviated name at the Top Right Corner and select Log Out.



[For Mobile App users]

From your Mobile App, please also Log out from upper right corner.

[continue next page]



Either way, you should see your initial log in screen back.

[End of SOP]