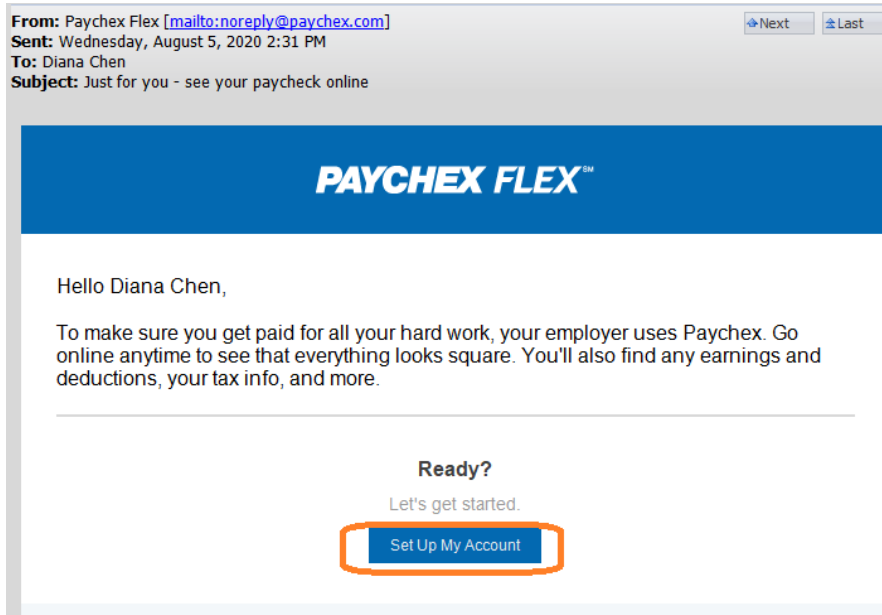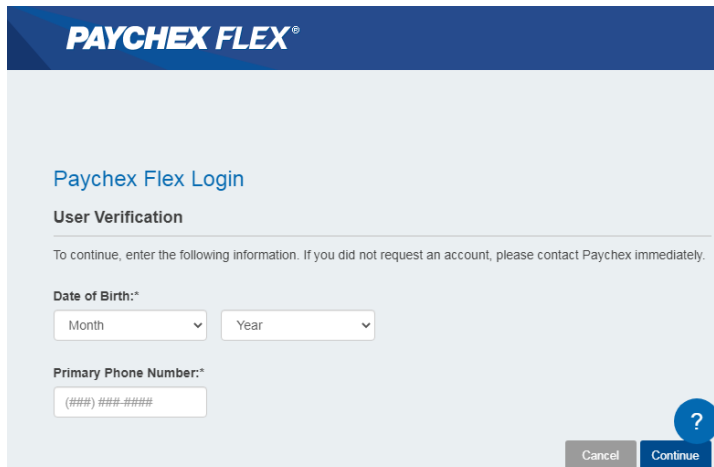# SOP – Sign up for your PayChex Flex account (Initial Setup) for all Logos users

Revision: 12/16/2022

1. Notification email received (sent from PayChex Flex).

2. Set **Username**: You may use your email address' user name part (for example, bernardjin) as your PayChex's username. However, please follow the rules:

• Must have a minimum of 8 and maximum of 18 characters
• The following characters are VALID: period, hyphen, and underscore (Space doesn't allowed)
• The following characters are NOT ACCEPTED: / \ [ ] : ; , | = * < > @ " or Space.

3. Click on the **Set Up My Account** button:

Note: Primary Phone number: use **your Cell Phone#. (for Verification Code receiving)**

4. Click Continue

Enter your personal phone# as the Secondary Telephone, then enter your home address as follows.

Confirm the information in the box

Click Yes. And Set up Security Questions and Answers (Total 4 Questions)

Press Continue. Keep Maximum Security as "When I log in from an unrecognized device"

Select receive verification code from your personal cell phone

Select a default method to receive verification codes. You will be able to update the default method in your profile.

Phone

(XXX) XXX-5110
Extension 141
○ Text Me   ○ Call Me   ○ Ask Every Time

(XXX) XXX-9140   ● Text Me   ○ Call Me   ○ Ask Every Time

Note: Message rates may apply for text option.

☑ I acknowledge I have read and understand the user security levels.*

Cancel   Previous   Continue

Select either **Text Me** or **Call Me**.

Check "I acknowledge I have read……."

Click Continue

Set up your security password and PIN

① Personal Information   ② Security Information   ③ Security Level   ④ Account Information

Sign-Up: Account Information

(Fields marked with a "*" are required.)

Create Username:*

~~bernardjin86~~

Email:*

~~bernardjin~~@les.edu

Create Password:*   Verify Password:*

[   ]   [   ] ✓ ❓

▬ ▬ ▬ ▬ ▬ ▬

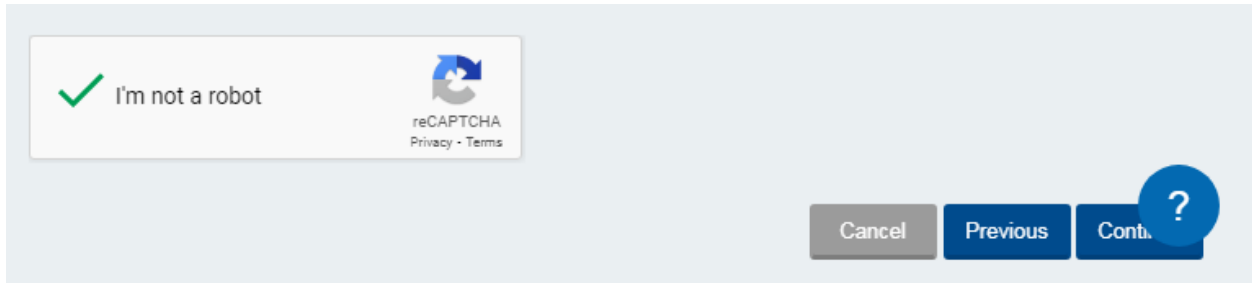Create PIN:*   Verify PIN:*

[   ]   [   ] ✓ ❓

Password rule is

Password Requirements:
- 8-32 characters
- no spaces
- at least 1 uppercase and 1 lowercase letter
- at least 1 number
- cannot contain username
- acceptable symbols are @ . (Period) – and _

PIN rule is

Your PIN must consist of at least 4 but no more than 10 numeric (0-9) characters.

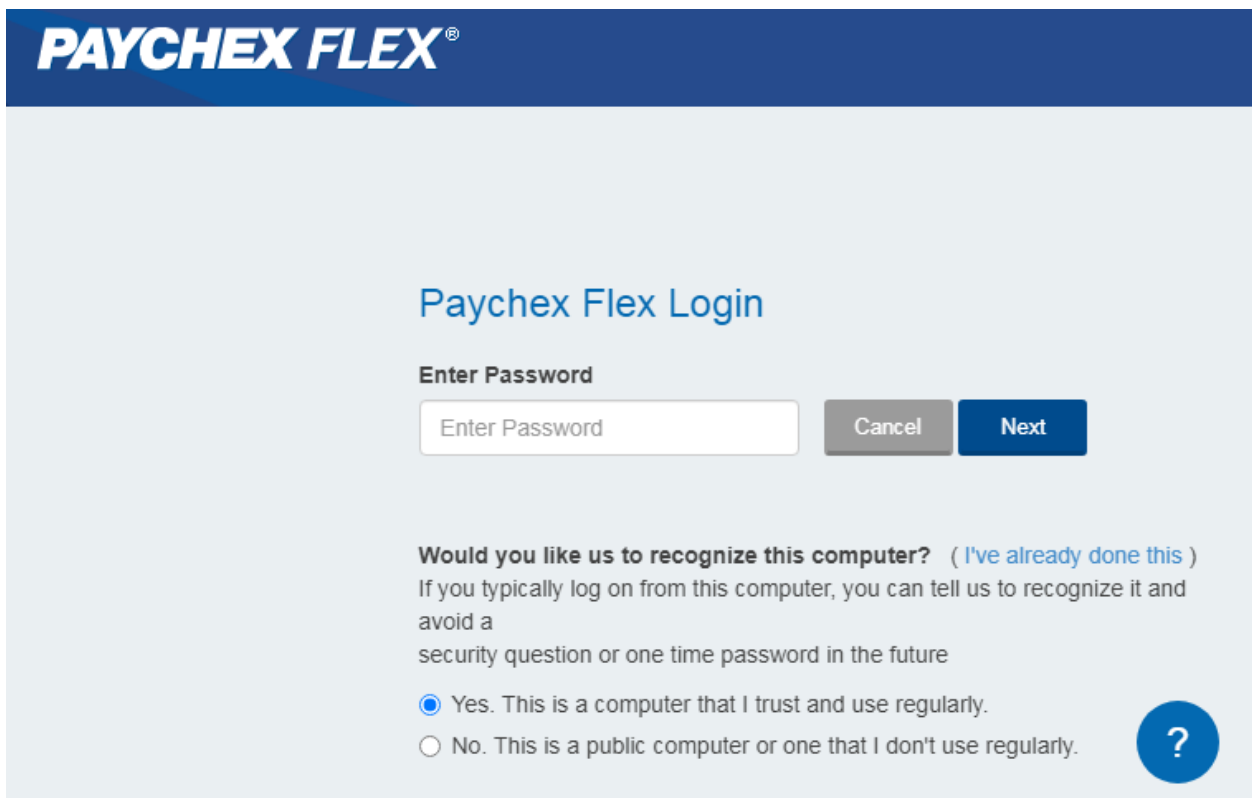Click and complete the step to confirm I'm not a robot

First time sign in:

The Welcome Screen may look like this
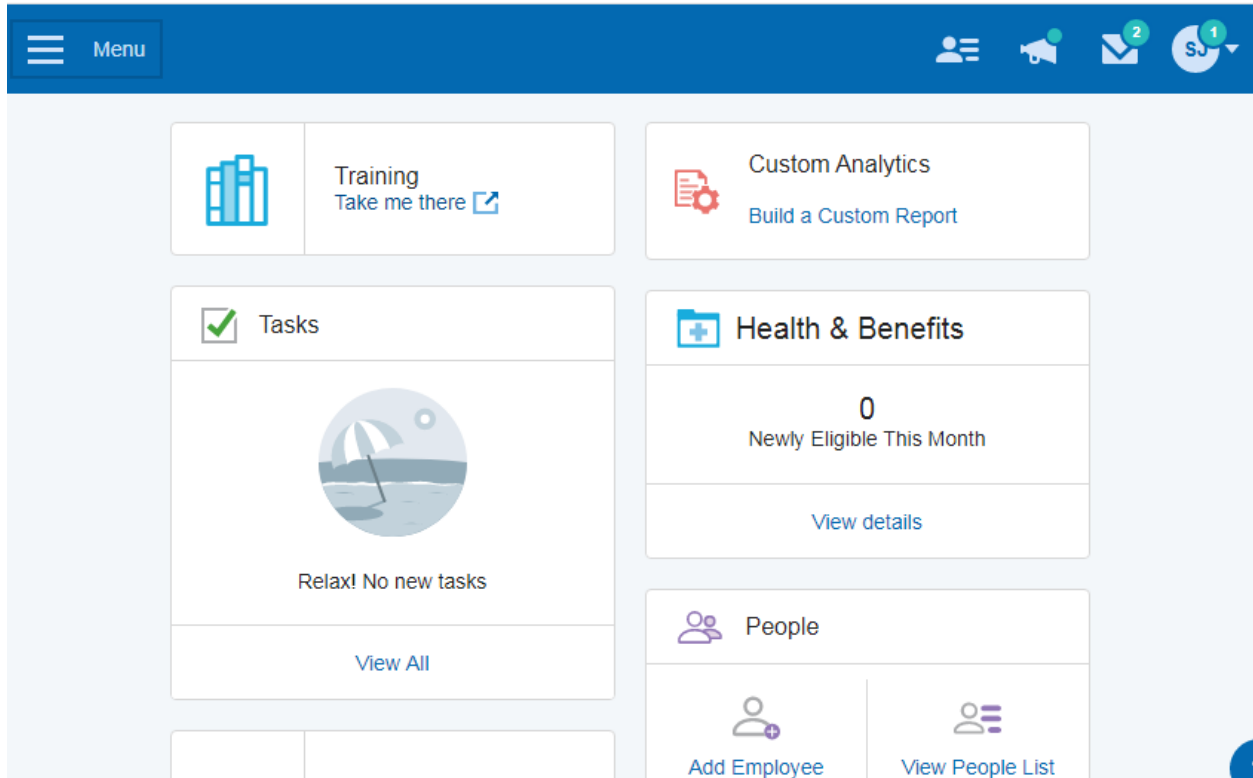
To log in again, use the web address:

https://myapps.paychex.com

with Username and Password

[end of SOP]