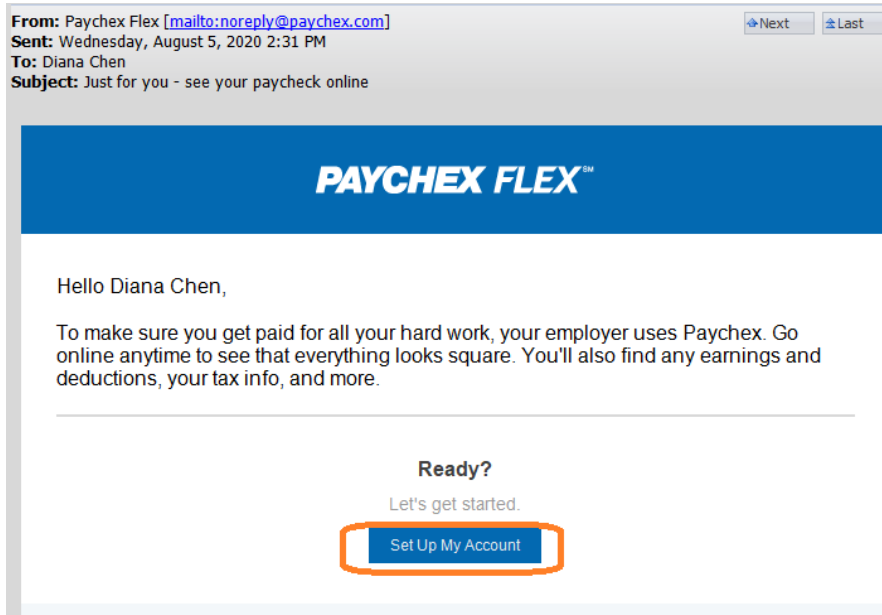


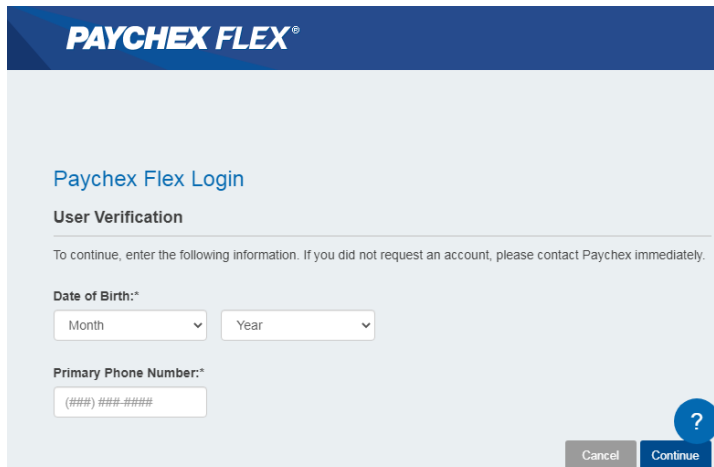
SOP – Sign up for your PayChex Flex account (Initial Setup) for all Logos users

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:



The image shows a screenshot of the Paychex Flex Login page. The header features the Paychex Flex logo. Below the logo, the text "Paychex Flex Login" is displayed. The section is titled "User Verification" and includes a sub-header "User Verification". A message states: "To continue, enter the following information. If you did not request an account, please contact Paychex immediately." The form contains two main sections: "Date of Birth:" with two dropdown menus for "Month" and "Year", and "Primary Phone Number:" with a text input field containing the placeholder "(###) ###-####". At the bottom right, there are two buttons: "Cancel" and "Continue". A blue circular help icon with a question mark is also visible.

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

4. Click Continue

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

Sign-Up: Personal Information

Welcome to the **PAYCHEX FLEX** system. To register your account, complete the information below.

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

First Name:* MI: Last Name:*
Shanhuei # Jin

Date of Birth:* SSN:*
03-XX-1970 XXX-XX-8715

Primary Telephone:* Extension: Secondary Telephone: Extension: ?

(626) 571-5110 # (000) 000-0000 #

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

Please enter the home address that matches our payroll records. If another address is used, we may not be able to set up your account.

Address Line 1:* Address Line 2:

City:* State:* Zip:* Country:*

Select State United States

Cancel Confirm ?

Confirm the information in the box

Verify Information

Please confirm the accuracy of Shanhuei Jin's information:

SSN: XXX-XX-8715
Zip: 91803
Primary Phone: (626) 571-5110

No Yes

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

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

Sign-Up: Security Information

Select four security questions and enter the answers.

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

Security Question One:*

What is the last name of your significant other's youngest sibling? ▾

Answer:*

Security Question Two:*

What is the street name of your favorite grocery store? ?

Answer:*

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

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

Sign-Up: Security Level

From time to time, the enhanced login process may require more information to complete your login. Please choose a security level you'd like us to use to provide this information:

Maximum Security

Send me a verification code:

When I log in from an unrecognized device (recommended) ?

Every time I log in ?

[Show me alternative security options](#)

?

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 Text Me Call Me Ask Every Time
 Extension 141

(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:*
 *bernardjrn06

Email:*
 *bernardjrn@les.edu

Create Password:* Verify Password:*
 ✓ ?

Create PIN:* Verify PIN:*
 ✓ ?

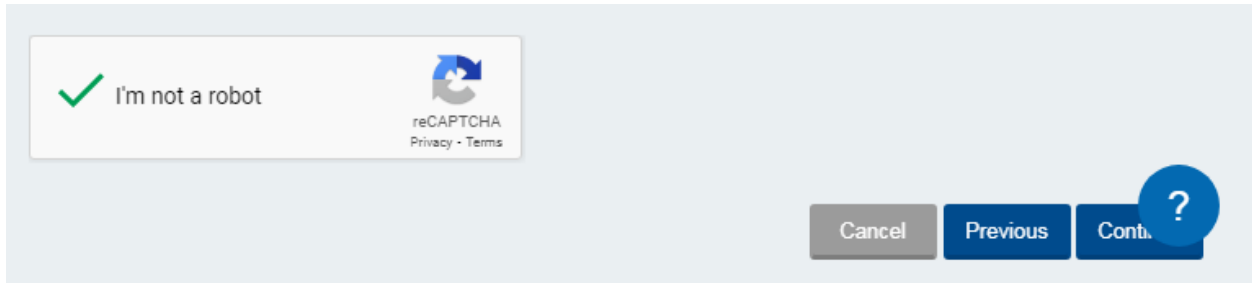
Password rule is

- 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

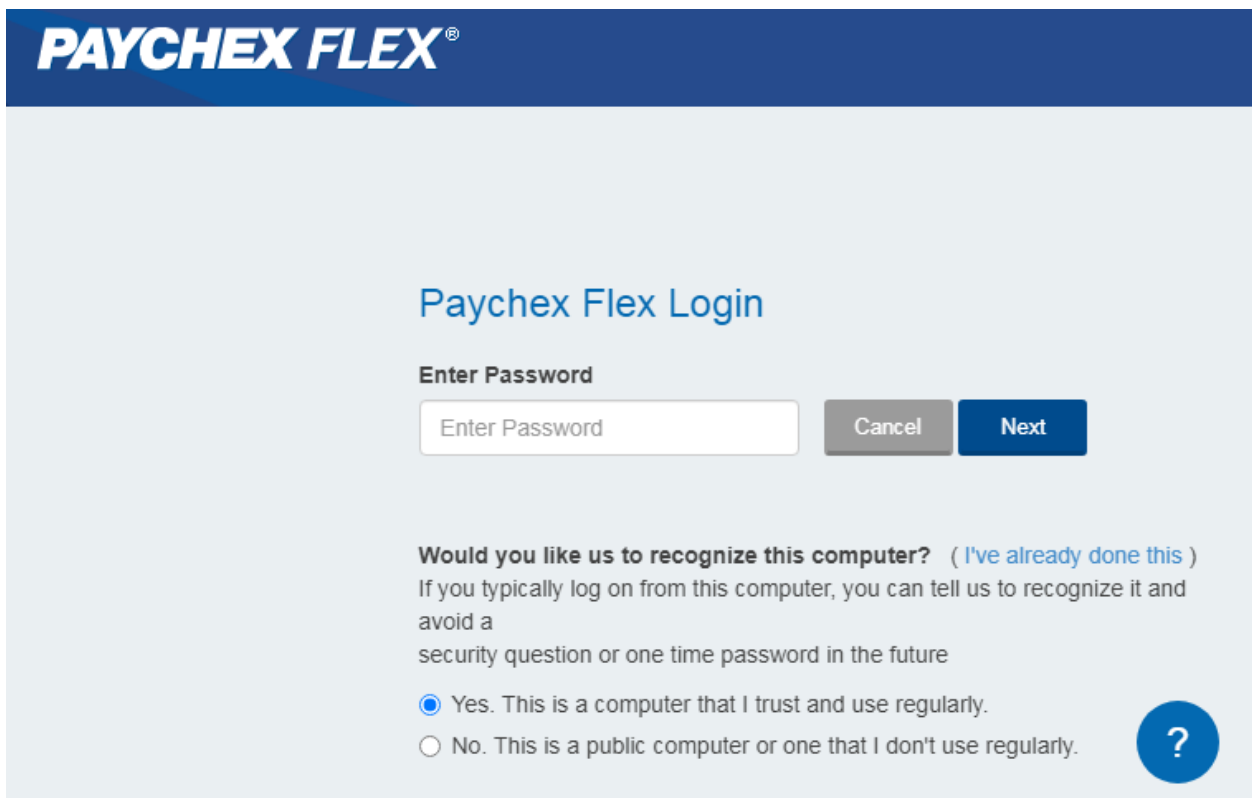


I'm not a robot

reCAPTCHA
Privacy - Terms

Cancel Previous Continue ?

First time sign in:



PAYCHEX FLEX

Paychex Flex Login

Enter Password

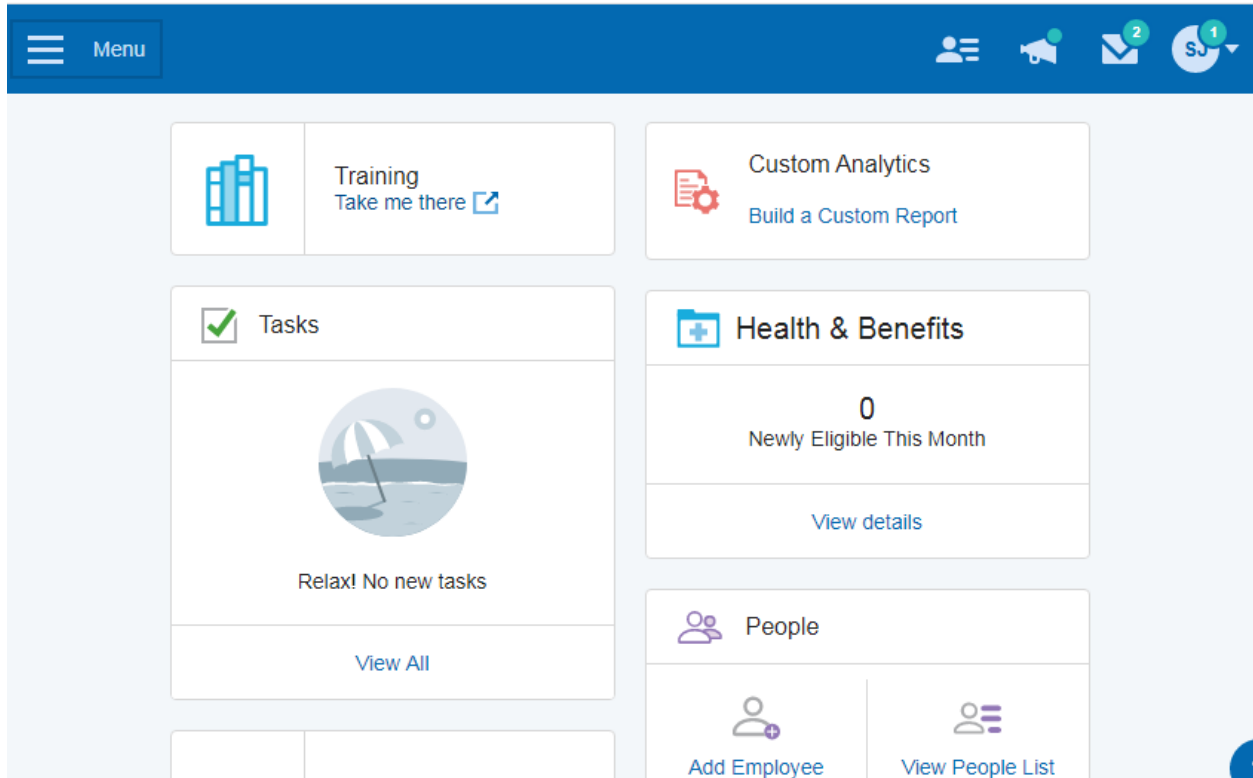
Enter Password Cancel Next

Would you like us to recognize this computer? (I've already done this)
If you typically log on from this computer, you can tell us to recognize it and avoid a security question or one time password in the future

Yes. This is a computer that I trust and use regularly.
 No. This is a public computer or one that I don't use regularly.

?

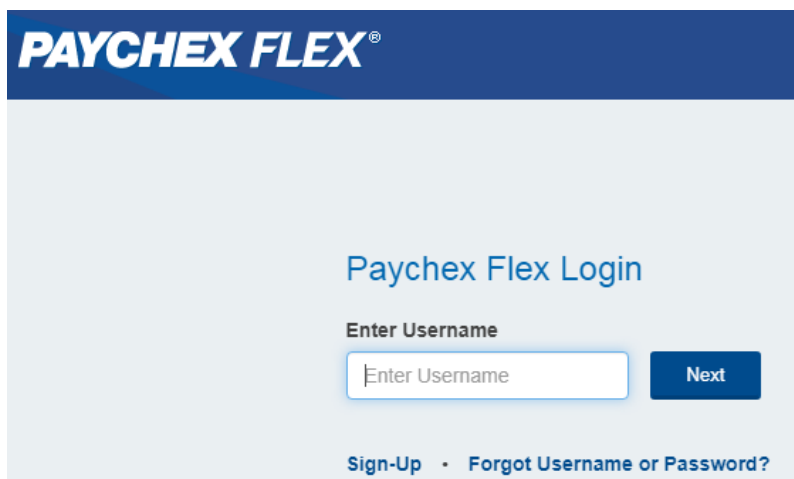
The **Welcome Screen** may look like this



To log in again, use the web address:

<https://myapps.paychex.com>

with Username and Password



[end of SOP]