

**Registering an Account with PayChex Flex**  
**(to access paystubs from the Springfield Symphony Orchestra)**

1. Visit [paychexflex.com](https://paychexflex.com).
2. Click **Sign-Up**.
3. Complete the required personal information.
4. Click **Continue**.
5. Select four different security questions and provide a unique answer to each question.
6. Click **Continue**.
7. Create a unique username.
8. Create a password which meets the required criteria.

**Note:** Click ? to reveal the required criteria.

9. Type your Personal Identification Number (PIN). This PIN must be 4-10 numeric characters in length.
10. Type a phone number.

**Note:** This phone number will be used in certain login situations and in password reset scenarios.

11. Type the text into the image in the Security Verifier field.
12. Click **Continue**.
13. Select your desired security level. (Please view the video above for detailed descriptions of each level.)
14. Click **Continue**.

The system will automatically pull your data and link it to your SSO pay checks. Once you have registered on a computer, you can download the Paychex Flex app on your smartphone and log in using the username and password you created to have access on your phone, if you so desire.

**If you have any issues with registration, contact PayChex Flex technical support. Do not contact the SSO office, as we do not have access to the back end of the website to help you resolve issues with registration.**