



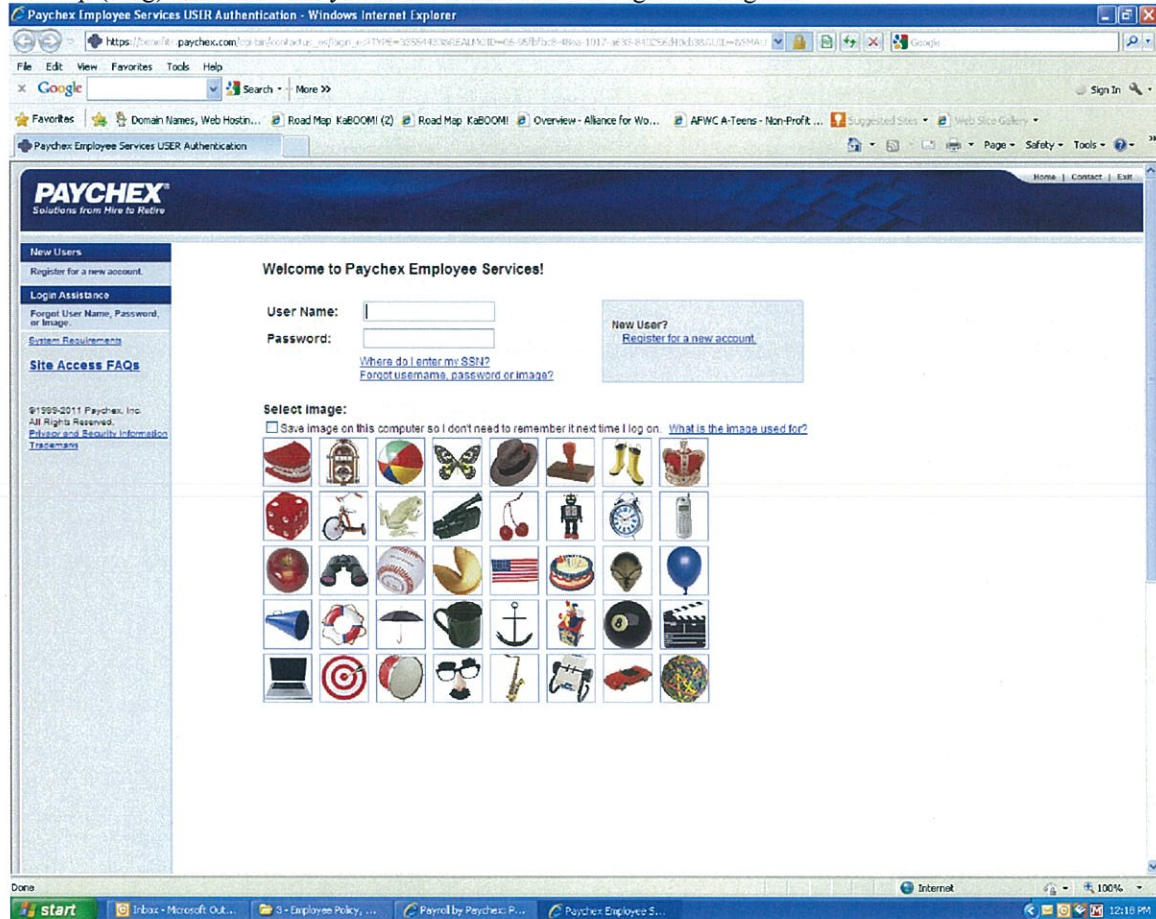
PayChex Employee Online Access Instructions

The Alliance for Women & Children has gone paperless, or as much as possible. As a result we will no longer be printing check stubs or W-2's. We will however provide you access to this information and much more online. This account set up is personal and yours to access anytime you wish to see your current check stub, or prior stubs. You are welcome to print this information, save it to your own electronic device or simply view it. If you find that you need past stubs for credit application or any other reason this is where you will go. Save this URL so you will have access from your personal electronic device.

https://benefits.paychex.com/cgi-bin/contactus_es/login_es?TYPE=33554433&REALMOID=06-95fbfb8-48ea-1017-a633-840256d40cb3&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-c7wJzGJea%2btPy8iVi46x2HK8D7gyB1wNyBAbE831OvZhV9D17cojaWR0BvgheD0W&TARGET=-SM-https%3a%2f%2fbenefits%2epaychex%2ecom%2findex%2ehtml

If you lose this you can always simply go to [paychex.com](http://www.paychex.com) and log in as an employee to the check stub section. <http://www.paychex.com>

The top (long) URL will take you to the screen below to sign in or register



Once you are registered you will simply put your User Name, Password and Select the correct image – if you have not registered select “New User? – Register for a new account” to the right of the screen and it will take you to the screen below to register.

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Create My Account

Please provide the following information to create your Paychex Employee Services account.
All fields with an asterisk (*) are required.
Please click on the question mark (?) for more information on the required field.

*First Name:
*Last Name:
*SSN: ?
*Zip Code: ?
*Birth Date: mm-aa-yyyy ?
*User Name for Login: ?
*Email Address: *Re-enter: ?
*Telephone: () EXT:

Select your challenge questions using the links below:

*Challenge Question #1: *Answer: ?
*Challenge Question #2: *Answer: ?

*Password: *Re-enter: ?

This helps prevent the use of automated programs to create false user accounts.
NRBPCCPL
Click the image for a different perspective on your code.
Enter eight characters as shown in the box above.

*Security Verifier: ?
[Request new code](#)

*Security Image: ?
[Select Image](#) ?

Now that you have registered you can sign into the system. Below is a screen shot of your page with options on the left rail of the screen that will allow you to access and update personal information as well as see, print or save your check stubs and W-2.

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Message Center

Welcome Susan Elgin the date of your last sign-on was 8/10/2011. You have 1 message [Delete Checked](#)

Benefits News

Documentation Requirements Changed for FSA Prescription Reimbursement
Effective October 1, 2011, only the name of the prescription will be required for reimbursement of prescription purchases made with FSA funds. Prescription numbers will no longer be required as they cannot be used to verify eligibility of the expense under the FSA plan. Please be sure that any prescription claim includes the name of the prescription to ensure timely processing of your reimbursement request.

[Collapse](#)

My Applications
Personal and Payroll Information
Check Stub / W-2's
User Maintenance
Message Center
Change My Password
Change My Profile

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If you select “Personal and Payroll Information” the first choice under “My Applications” on the left hand rail the screen below will show you – your personal information as well as documents that are available for you to view.

The screenshot shows the Paychex Online interface for user Susan Elgin. The page title is "Personal and Payroll Information". The user's name is Susan Elgin, and the account is for Alliance For Woman and Children (18018245). The page displays a sidebar with navigation options: My Applications, Personal and Payroll Information, Check Stub / W-2's, and User Maintenance. The main content area shows personal information for Susan Elgin, including her first name, last name, DOB (11/11/1962), SSN (***-**-5723), and address (Abilene, TX 79604). It also lists her phone numbers (Home: (325) 572-4240, Cell: (325) 665-6682, Work: (325) 677-5321) and email addresses (Work: susan@afwonline.org, Home: elgin@tayloritel.net). The employment status is Active, hired on 09/04/2007, and the organization is 17 Facility Professional ...

You can use the rail on the left hand side of the “My Applications” page or once you go into the record you can use the icons at the top of the page to access check stubs and W-2 documents. The “My Applications” page also allows you to maintain password and profile information.

In the future we will use this tool to provide general updates to staff on this message page. There are also other tools in the PayChex website that if you have any questions or interest can be reviewed in detail at a late date.