

## **Accessing Your Pay Stubs**

As of January 1, 2017 Amotec utilizes Paychex FLEX Payroll Services Paychex FLEX is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

You will not be mailed a paystub. You must view your paystubs online and you will be able to print out stubs (and W-2s at the end of year) by logging onto the Paychex FLEX website and following the instructions below. Amotec does not have the ability to provide you with paystubs or addition W-2 copies- You must use the Paychex FLEX website.

Please follow the steps below to complete the registration process and retrieve your paystubs. If you have any questions, please contact Amotec's Payroll Administrator at 216.535.2710. You will not be able to register, log in, or view information on the site until after your first paycheck has been generated and there is information in the system.

It is recommended you register on a desktop or laptop computer (not a Smart Phone or tablet) and we suggest the use of Google Chrome as the browser.

1. Type <https://paychexflex.com> into the address bar of your web browser.
2. Click "sign up"
3. Then fill out the information.
4. Then you will set up your security questions. These questions are used to reset your log in Information in the event you lose it.
5. Then you will need to create a username, password, and pin number. Enter your phone number and then finally the security verifier image.
6. After you have all of that information filled in, please click continue.
7. You will then be asked to put in your password to log in for the first time.

### **Now to find your check stubs and W2s.**

1. Look in the top right corner of the webpage. You should see an icon that says "documents"
2. Click on "documents" and when the page is done loading, you will see "most recent", "check stubs", and "W2s" on the left hand side of the page. Click on "check stubs" for a full list of your paystubs.

If for any reason the above steps do not work, please call our Paychex Flex Tech Support team at 888-246-7500. Hours of operation are 8am EST. to 8pm EST.

Also, once you have the account set up with a username and password on a computer, you will be able to access your information on the Paychex Flex app available for Android and iPhone.

This is a link to the download page: <http://www.paychex.com/demos/mobile-app/>

#### **Utilize PAYCHEX FLEX Mobile App**

Once registered, Using the Free PAYCHEX FLEX mobile app, you can quickly, easily and securely access vital HR, payroll and benefits information via your mobile device any time you need it. Once you have the account set up with a username and password on a computer, you will be able to access your information on the Paychex Flex app available for Android and iPhone. This is a link to the download page: <http://www.paychex.com/demos/mobile-app/>