

Paychex Online Instructions

1. To access, go to the following web address: <https://eservices.paychex.com>
2. To log in you will need the following information:
 - Company ID: 0475 P968
 - Username: First initial of first name and full last name (lowercase)
 - Password: Initials of your first and last name (capitals) and last 4 digits of your Social Security number (you can change your password once you have logged in the first time)
3. Information will be stored up to 4 years.
4. Documents available:
 - All detailed paystubs
 - W-2s
5. Contact Carrie Ransil (ex 5013), Susie Richter (ex 5011), or Sarah Ide (ex 5037) for assistance.