RCA Paychex Guideline

This guideline tells how to access your paystubs, W2 or 401K step by step.

Step 1 setup your Paychex account

- Visit <u>www.paychexonline.com</u>
- Click "Sign up"
- Fill up online registration form and create login username and password

Username
Password
Sign In
Forgot Username or Password?
New to Paychex Flexe Sign up

Step 2 access your paystubs, W2 or 401K

- Visit <u>www.paychexonline.com</u>
- Enter the username and password, that you created on step 1 above
- Click "Sign In"

You can see your paystubs, W2 and 401K then.