

TASC Technical Services LLC

Subject: Important: Get Registered for Paychex Flex

Dear Employees:

Our company has updated its payroll platform to Paychex Flex. Paychex Flex is a secure, self-service online portal where you can easily view your pay stubs, health and benefits information, time-off balances, and even schedules.

You will also have on-the-go access to check stubs, vacation balances, and more with the **free** [Paychex Flex mobile app](#). Securely log in to view your payroll and benefits data whenever and wherever you need it, all from a customized dashboard!

Effective immediately, you will be accessing information from the Paychex Flex site; therefore, please get registered as soon as possible.

Important: If you already have a Paychex Flex user account from a previous or current employer notify your manager so that we can link your new account to your user name.

Please review these job aids to get started:

- [Paychex Flex Employee Registration](#)
Please register as soon as possible. It's as easy as visiting www.paychexflex.com and clicking Sign-Up.
- [Viewing or Changing Your Personal Information](#)
After logging in, click the Employee icon to see your information.
- [Viewing and Accessing Your Tax Documents](#)
From the Documents icon, you can see your most recent check stubs and forms.

Thank you for your attention to these documents. We hope you'll be excited about this new online experience as we are.

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