

Enroll Client

This form is used to enroll yourself in any online services in Paychex FlexSM.

Give this form to a Paychex Sales Representative or mail it to your local Paychex office.

Sales Representative Name Tiffany Cardenas

Client Enrollment Information

Client Account Number 1207-3790

Client Company Name Anoth Group

First Name Bash MI (optional)

Date of Birth (MMDDYYYY) 11/20/1962

(Date of birth and phone number are required for the self username/password reset option within Paychex Flex)

Address 7403 Marine Rd

Primary Phone (required) 415 577 2274

Primary E-Mail bash@anothgroup.com

User Name: First Choice mercurysb

(Between 8 & 18 characters)

Note: User e-mail address and user name must be unique. Your Paychex representative may contact you if either of your

selections are already in use.

Is this a Same FEIN Relationship: ☐ Yes ☒ No Provide the parent Client ID

Is this a Corporate Administrator in a Same FEIN Relationship: ☐ Yes ☒ No

A Corporate Administrator in a Same FEIN Relationship will have access to all of the information on all of the Clients in that

relationship.

Other Accounts to be Linked to

Recommended system requirements for performance of Paychex Flex products can be found at www.paychex.com.

Enroll me in the following product(s):

☒ Receive reports through the internet only (internet Client)

☐ Receive printed reports with payroll and through the internet (Printing Client)

☐ Report Writer

☐ Reports On-Demand

☐ Data Exports

☐ Paychex Flex Payroll[®]

☐ Company Service (optional but client must have Online Payroll to subscribe)

☐ Employee Maintenance Access only (non-online payroll client)

☐ General Ledger Service

☐ HR and Benefits Essentials on Web site (only available for the bundle packages)

☐ Employee Access Online (choose from the options below):

☐ Employee Online Check Stubs (select release date to make check stubs available): ☐ Check Date ☐ Run Date

☐ Employee Online W-2s

☐ Employee Personal and Payroll Information

☐ Employee Direct Deposit Edits (only available for ASO, PEO, and HRO clients)

Assign the following Roles (select one only):

Role

☒ Super Admin

Full access to Company, People, Payroll, User Access and Reporting.

☐ Other Admin

Discuss Role options with your Paychex representative.

Will the user require any Access Group restriction?

☒ No

☐ Yes Please contact a Paychex representative to provide details.

SCAN & RETAIN ELECTRONICALLY

SHRED PAPER COPY AFTER SCANNING