

Your Resources – Paychex Retirement Services Online Web Sites

For Your Employees benefits.paychex.com

This site was built with your participants in mind. Participants can:

- enroll in the plan and complete a beneficiary form
- view account balances
- answer plan questions using **Tools and Learning**
- review fund information
- change funds and allocations
- request a loan

Participant Login Instructions

PAYCHEX
Solutions from Hire to Retire

New Users
Register for a new account.

Login Assistance
Forgot User Name, Password, or Image.
[System Requirements](#)
[Site Access FAQs](#)

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Welcome to Paychex Employee Services!

User Name:

Password:

New User?
[Register for a new account.](#)

[Where do I enter my SSN?](#)
[Forgot username, password or image?](#)

Select image:
 Save image on this computer so I don't need to remember it next time I log on. [What is the image used for?](#)

Creating an Account

Employees must log in to <http://benefits.paychex.com>*

When the login screen displays, they should choose **Register for a New Account**, and complete the required fields on the **Create My Account** screen.

Your employees will be prompted to answer two security questions and choose a security image. They must click **Submit** to save their entry.

Logging In

After creating an account, participants log in by entering their user name and password in the appropriate fields. Participants must then select a security image to log in.

When logging in for the first time, participants will be prompted to answer their security question. Automated phone assistance for employees is available through [Paychex Employee Services at 877-244-1771](tel:877-244-1771).

*** Note:** If you have a *MyPaychex* account, participants must access Paychex Retirement Services Online through <https://www.mypaychex.com>.