**Blue Mountain Home Health Care – PayChex Flex Account Setup**

Paychex is the payroll processor for Blue Mountain Home Health Care. All your paystubs and your W-2’s are available online through the Paychex Flex account. This is your personal account linked to your social security number. It will always remain your personal account regardless of the employer as long as that employer is using Paychex as the payroll processor.

You will need a cell phone number and an active email account to set up an account with Paychex because you will receive a security code on your cell phone which you will need to enter on their website during the sign-up process.

You have to go to company website directly: https://www.paychex.com/login

- Click “Paychex Flex Login”

- If you already have an account with Paychex through another employer than you do not have to set up a separate account for Blue Mountain. You can log into your existing account and Blue Mountain will be an additional employer.

- If you are new to Paychex Flex than click on “Sign up”

- Fill out the form and submit it.

- Paychex will set up your account and send you user id and password.

- Use the user id and password to log in and you will be able to print your pay stubs.

You will need to download the Paychex App in order to login through your cell phone

If you encounter any problems, Call: 888-246-7500

Employee: Option 1, Option 2

If you need any further assistance, pls. call Blue Mountain Home Health Care at 717 839 5020.