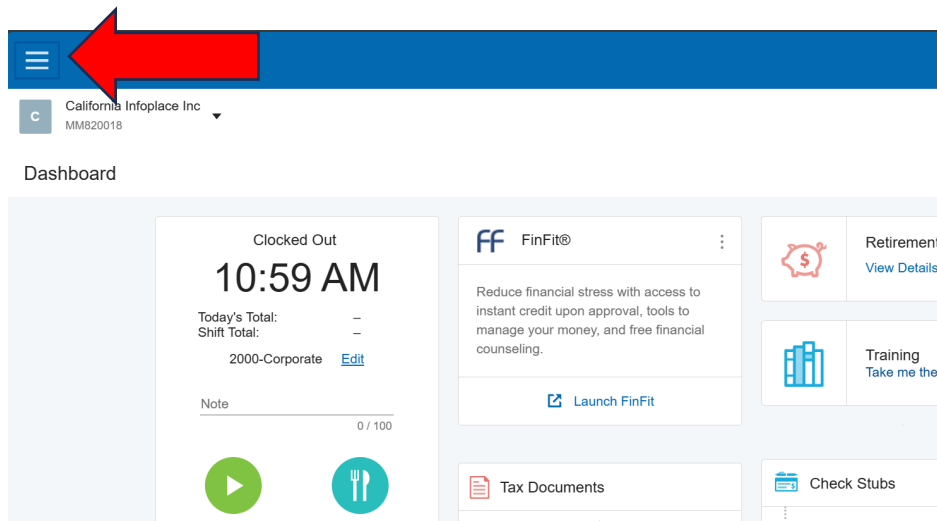


Updating Security Level in Paychex Flex

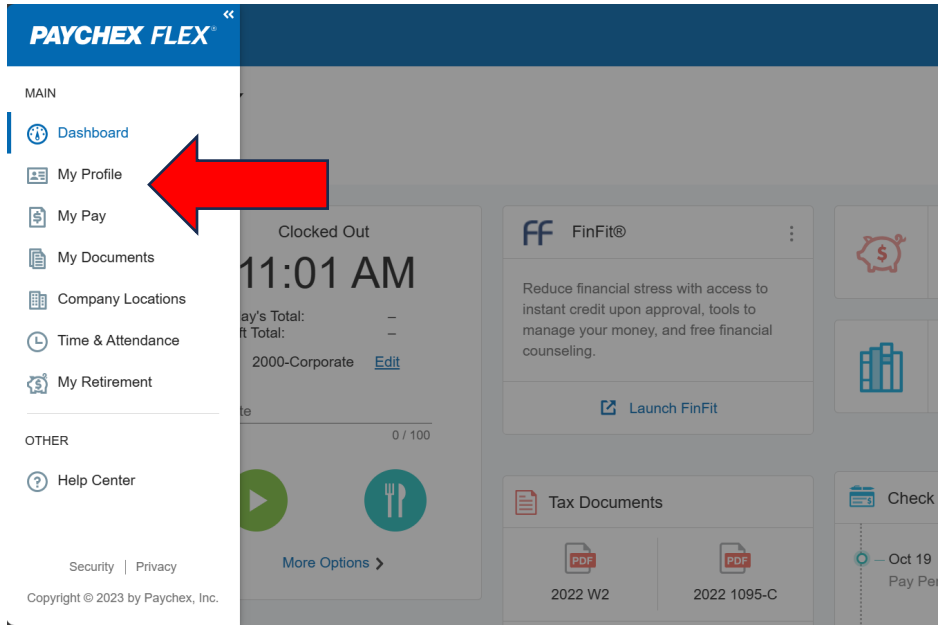
A recent change with Paychex now requires team members to log in to Paychex Flex to clock in and out for scheduled shifts. Paychex Flex requires two factor authentication each time when logging into the system to protect the identify of the user. The current default authentication process is set up to send a verification code electronically to the user that needs to be entered into Paychex Flex in order to proceed. In keeping with Infoplace USA company policy of not using personal smartphones when behind the Guest Services Desk, we are asking all team members to change the security settings in their profile to use the established security questions as the method of authentication.

Please follow the steps below to change your settings in Paychex Flex. If you have any questions, or are unable to make the requested changes, please contact Sherry Yuill at the Infoplace USA Corporate Office my email (sherry@infoplacusa.com) or phone (760.945.7848).

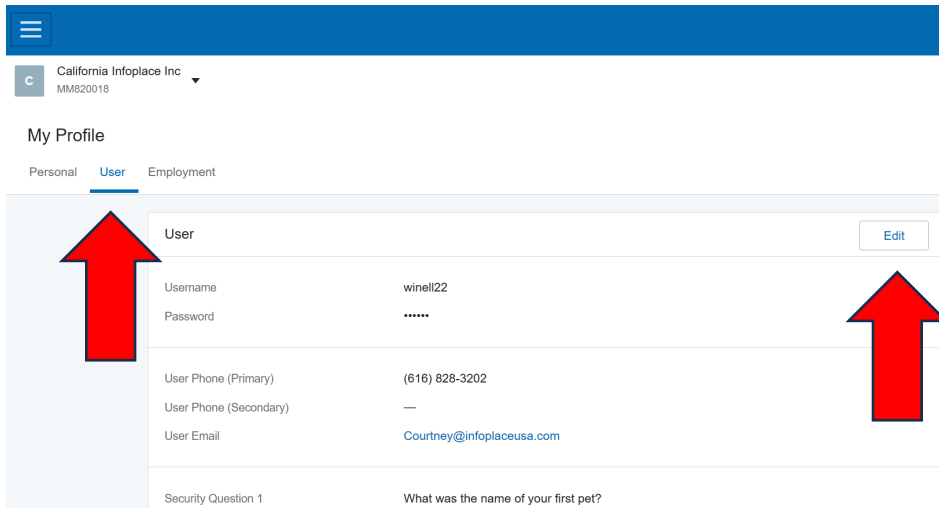
- Login to Paychex Flex using your established user ID and password.
- Once in Paychex Flex, access the menu in your account using the three lines in the top left corner of the screen as shown below.



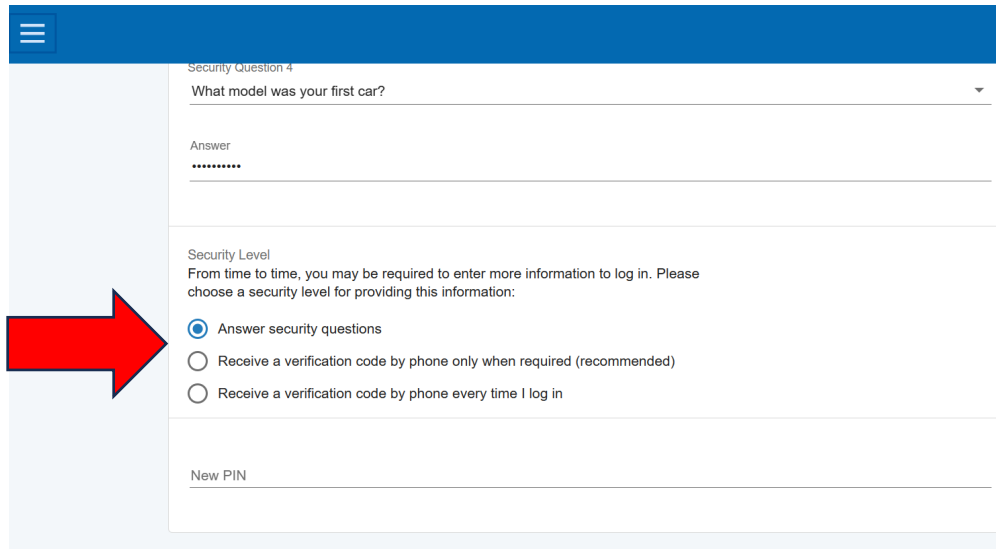
- From the menu, select My Profile as shown below.



- Move over to the User tab as shown below and then select Edit.



- Scroll down to the Security Level settings and change the setting from “Receive Verification Code” to “Answer Security Questions.”



Security Question 4

What model was your first car? ▼

Answer

.....

Security Level

From time to time, you may be required to enter more information to log in. Please choose a security level for providing this information:

Answer security questions

Receive a verification code by phone only when required (recommended)

Receive a verification code by phone every time I log in

New PIN

- Once this setting has been changed, scroll back up and select “Save.”
- After saving the setting change, log out of Paychex Flex and log back into the program to confirm your settings have been updated. You will know they have been successfully updated when you are asked to answer one of the security questions instead of receiving a verification code.