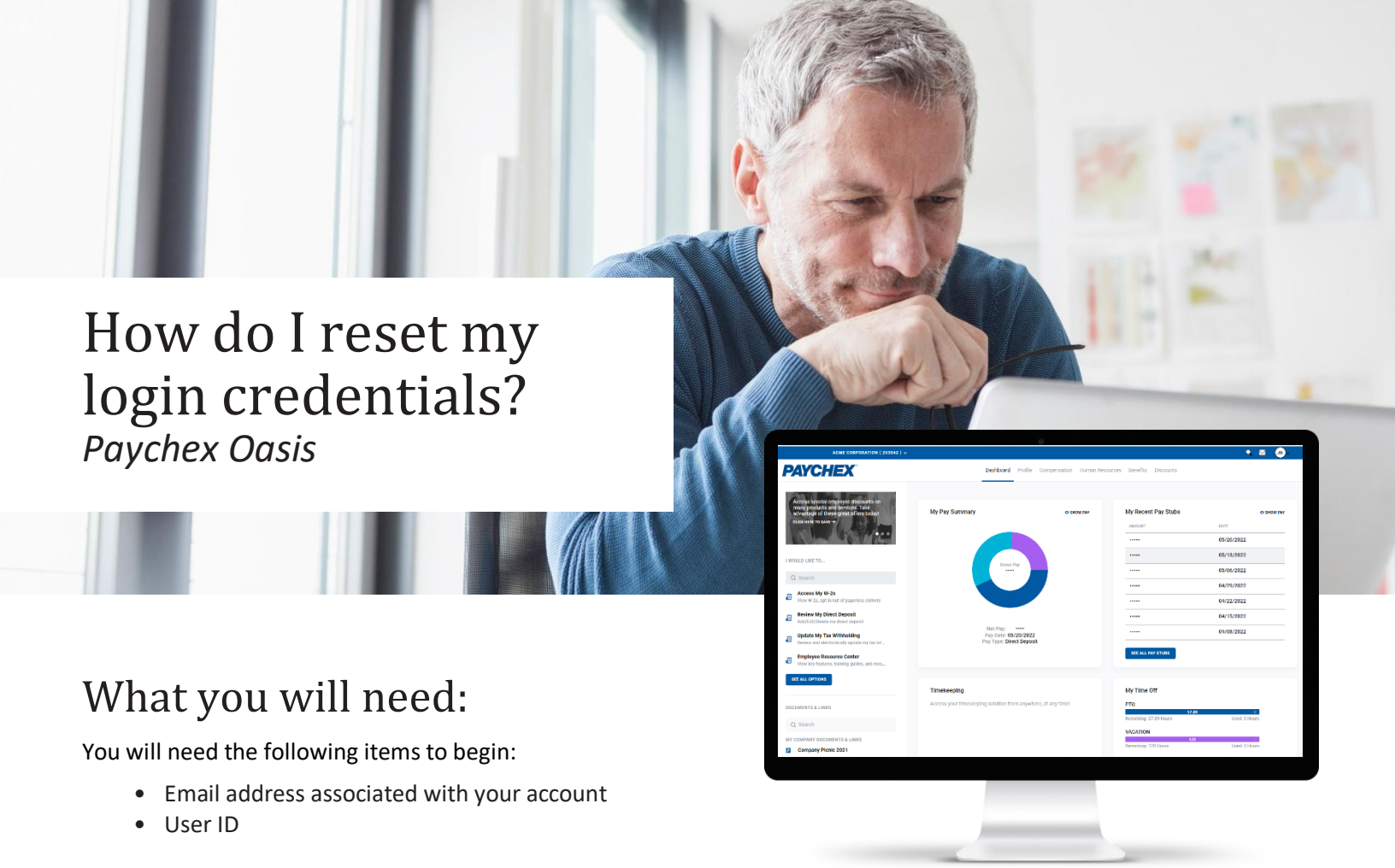


How do I reset my login credentials?

Paychex Oasis

What you will need:

You will need the following items to begin:

- Email address associated with your account
- User ID

Instructions:

1. Go to https**://portal.oasisassistant.com/**
2. Select **Need Help Logging In?**
3. Select the appropriate assistance type:
    a. **Forgot Username** or
    b. **Forgot Password**
    c. Click **Submit**.
4. Enter necessary information based on selection and Click **Submit**.

An email will be sent to the email address on file with a temporary password.

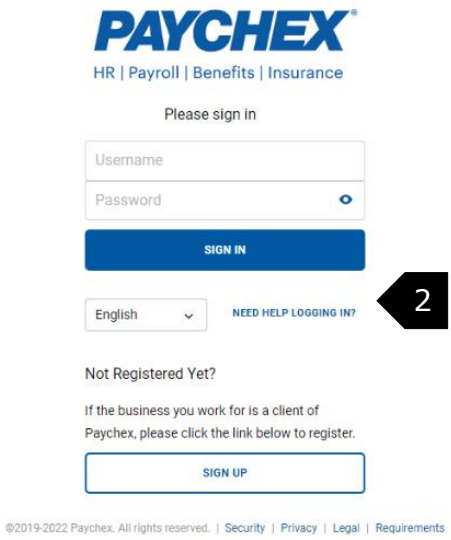
Please note: You will be prompted to change your password upon login.

Note: Your username and password are selected as part of the sign-up process. Consider choosing a username and password, that are easy for you to remember.

PAYCHEX®

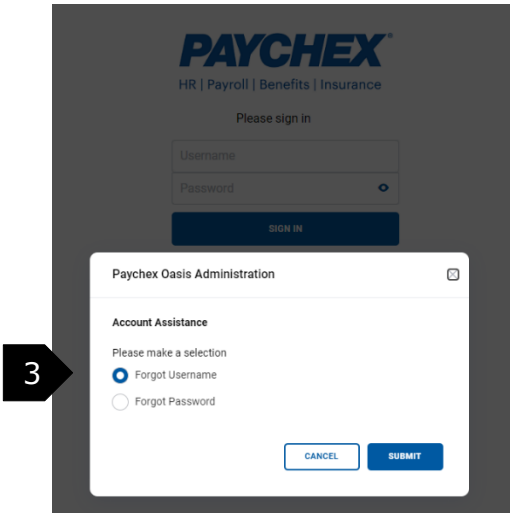
Step by Step Instructions:

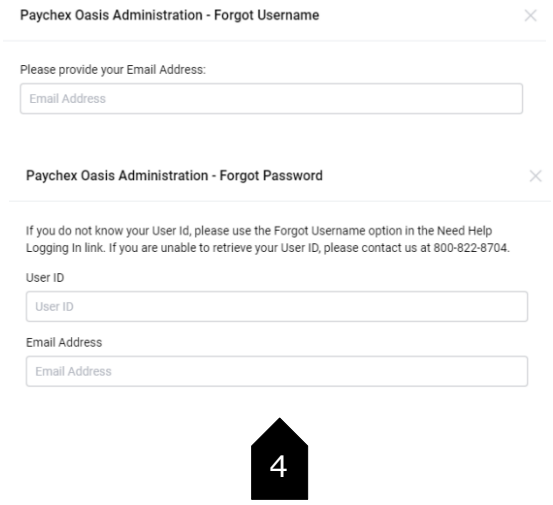
1. Go to https://portal.oasisassistant.com/
2. Select **Need Help Logging In?**



3. Select the appropriate assistance type:
   a. **Forgot Username** or
   b. **Forgot Password**
   c. Click **Submit**.

4. Enter necessary information based on selection and click **Submi**t.





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