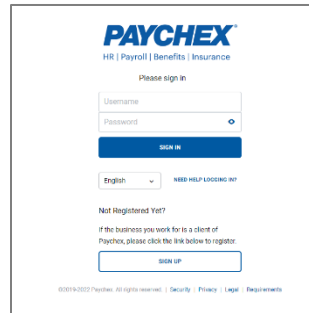
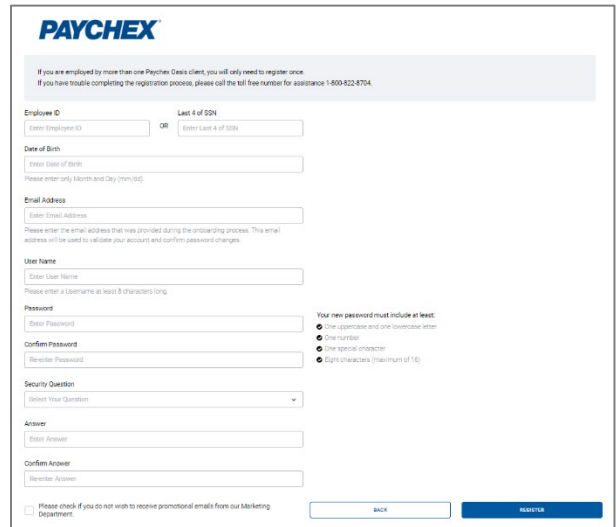


Paychex Oasis Website Registration

1. Go to <https://portal.oasisassistant.com/>
2. Click "Sign up"

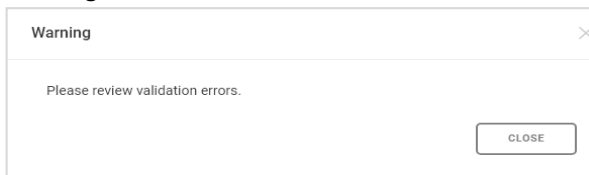


3. **Complete registration, enter requested information, including:**
 1. Employee ID or Last 4 of SSN
 2. Date of Birth
 3. Email Address
 4. Username (log on name)
 5. Password
 6. Confirm Password
 7. Security Question
 8. Security Question Answer
 9. Confirm Answer
 10. Submit

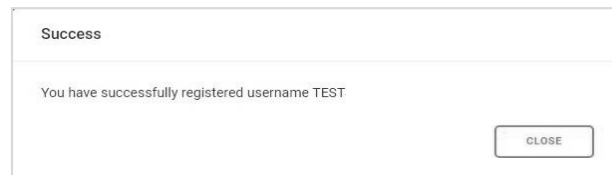


Incomplete fields will present a warning notification to review and validate errors; otherwise, you will receive a Success message.

Warning



Success



Once registered, it will direct you to the log in screen to view your information. You will then have access to your electronic paycheck and other information.

Note: A confirmation email will be sent from peo_noreply@paychex.com with your username.

If you have any questions, please contact the Employee Service Center at 800-822-8704.