A simple guide to creating your login name and password for obtaining your pay stubs online.

If you have a questions, please email us at:
processing@FlexChecks.com

FlexChecks

2930 3 Mile Rd NW
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Employee Self Service

ESS

- PayStubs
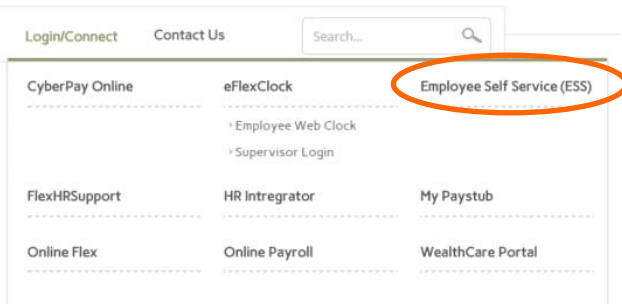- W-2's
- Emergency Contact Information

Employee Self Service (**ESS**) is available by logging in on our website. ESS allows you to view your paystub, get your W-2, and add emergency contact information. You can also manage your login. To get started, just follow these simple steps:

Step 1

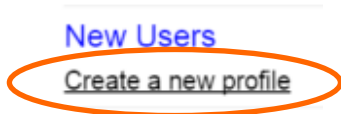Log-on to our website at:
   www.flexchecks.com

Step 2

Use the drop down box on the right hand side of the screen under "Login/Connect" and select "ESS".

Step 3

Select "Create a new profile"

Step 3

Enter your Employee Enrollment information:

Some notes about your Employee Enrollment information:

1. Your Company Code can be obtained from your employer OR from any previously issued FlexChecks paystub.

2. If you are unable to create your login because your date of birth does not match our records, enter 01/01/1900.

Step 4

Create your login credentials:

Step 5

Click the links to access your information. You can view your Pay Stubs, W2s or manage your login information.

*Note: After creating your login credentials, if you have forgotten your password click "Forgot Password" and your password will be sent to the email address that is on file.