

Officials - Establishing an account with PAYCHEX:

Please log into Paychex to receive information relative to games for which you are paid in any given cycle. On the Paychex website, your check stub for each cycle will display the information about the games for which you are being paid.

Instructions for creating an account with PayChex are as follows:

- the web address for Paychex is <https://eservices.paychex.com/secure>
- the company id for CYO is **0408-D347**
- your user id is **the first initial of your first name and your entire last name**
- your initial password is **the first initial of your first name combined with the first initial of your last name, both capitalized and the last four digits of your social security number**. After logging in, please change your password for future access.

Please refer to the Paychex Calendar containing the pay cycle schedule for payment dates. Should you have any questions about your payment, please send an email to Noreen Canty at the CYO office at noreen@cyons.org or call [\(516\) 433-1145](tel:(516)433-1145) ext. 19.