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.

PAYCHEX

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.



Step by Step Instructions:

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

PAYC HR Payroll Be Please	enefits Insurance sign in
Username	
Password	0
S	IGN IN
English 🗸	NEED HELP LOGGING IN?
Not Registered Yet	?
f the business you we Paychex, please click	ork for is a client of the link below to register.
S	IGN UP

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- 3. Select the appropriate assistance type:
 - a. Forgot Username or
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 - c. Click Submit.
- 4. Enter necessary information based on selection and click **Submi**t.

	PAYCHE	ſ	Paychex Oasis Administration - Forgot Username
	HR Payroll Benefits Insuran	ce	Please provide your Email Address:
	Please sign in		Email Address
		•	Paychex Oasis Administration - Forgot Password
	SIGN IN		
Paychex	Oasis Administration		If you do not know your User Id, please use the Forgot Username option in the Logging In link. If you are unable to retrieve your User ID, please contact us at f
Account A	Assistance		User ID
Please ma	ake a selection		User ID
O Forgo	ot Username		Email Address
Forge	ot Password		Email Address
	CANCEL	SUBMIT	4

