**Step 1: Log in to Paychex**

1. Open your web browser and navigate to the Paychex Flex website: <https://www.paychexflex.com>.
2. Enter your username and password.
3. Click "Log In."

**Step 2: Navigate to the Reports Section**

1. Once logged in, locate the main menu on the left-hand side of the screen.
2. Click on “Reports” to expand the menu options.
3. Select “Payroll” from the dropdown list.

**Step 3: Select the Payroll Report**

1. In the Payroll Reports section, you will see a list of available reports. Look for the specific payroll report you want to print (e.g., Payroll Journal, Earnings Report, etc.).
2. Click on the name of the report to open it.

**Step 4: Set the Report Parameters**

1. Depending on the report, you may need to set certain parameters such as date range, employee filters, department filters, etc.
2. Enter the required information in the respective fields.
3. Once you've set the parameters, click on “Run Report” or a similar button to generate the report.

**Step 5: Review the Report**

1. The report will be generated and displayed on your screen. Review the report to ensure all information is accurate.
2. If any adjustments are needed, you can modify the parameters and run the report again.

**Step 6: Print the Report**

1. After reviewing the report, locate the print icon or the “Print” button on the report viewer toolbar.
2. Click on the print icon or “Print” button.
3. A print dialog box will appear. Select your printer and configure any necessary print settings.
4. Click “Print” to print the payroll report.

**Step 7: Save the Report (Optional)**

1. If you want to save a copy of the report, look for the download or save icon on the report viewer toolbar.
2. Click on the download or save icon.
3. Choose the desired file format (PDF, Excel, etc.) and location to save the file on your computer.

By following these steps, you should be able to successfully print a payroll report using Paychex. If you encounter any issues, Paychex customer support can provide additional assistance.

Helpful links:

<https://myapps.paychex.com/pngHelp_static/helpHtml/Reports.htm>

<https://myapps.paychex.com/pngHelp_static/helpHtml/Creating_a_custom_report.htm>