Paychex Retirement Services Participant Website

Participant Website
https://www.paychexflex.com

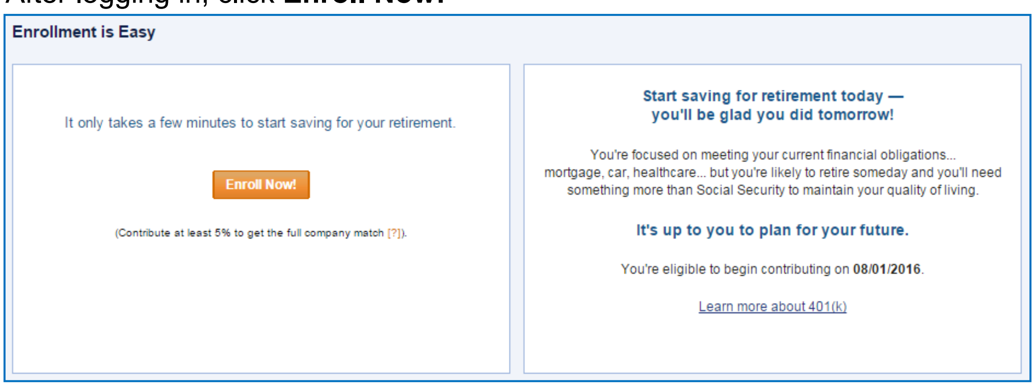
Plan participants can access and manage their plan account data online using the Paychex Retirement Services for Employees website.

Register for Online Access
To register for an online account, employees can follow these steps:

1. Log in to **www.paychexflex.com**.
2. Choose **Sign Up** and complete the required fields. Click **Continue** to proceed.
3. Answer the two security questions when prompted and choose a security image. Click **Submit**.
4. Log in by entering your user name and password in the appropriate fields and select your security image.
5. Select **Retirement Services**. (When logging in for the first time, you will be prompted to answer your security question.)

Enrolling in the Plan
Eligible employees can enroll in the plan by following these steps:

1. After logging in, click **Enroll Now!**



2. You may be prompted to verify your date of birth; please update if it's inaccurate.
3. Choose how you want to receive your annual Fee Disclosure:
   a. By email: sent automatically from Paychex
   b. By paper: distributed by your employer
4. Set up your payroll deductions using either a whole percentage or flat dollar* amount. You can also choose from Pretax or Roth*.
5. Choose your future funds
6. Review and click Submit
7. Follow through until you receive your confirmation number

Participants can also call **Paychex Employee Services at 877-244-1771**. Choose the 401(k) option and follow the prompts to review specific information or take action. You can speak to a Paychex representative Monday through Friday, between 8:00 a.m. and 8:00 p.m. ET.

**Please refer to your Summary Plan Description to confirm if your plan allows for flat dollar contributions and Roth deferrals.*

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