Enroll in your 401(k) Retirement Plan Now – It's easy!

**Online - Paychex Retirement Services Website**
The Paychex website offers many account management tools. You can enroll in the plan, use savings calculators, get status updates on account transactions, see your account history and rate of return, and request loans and distributions. Log in today to manage your account!

**Register:**
2. When the login screen displays, choose **Register for a New Account** and complete the required fields on the **Create My Account** screen.
3. Answer the two security questions when prompted and choose a security image. You must click **Submit** to save your entry.

**Log In:**
1. After creating an account, log in by entering your user name and password in the appropriate fields and select the security image you chose during registration.
2. Select **Retirement Services**.
3. When logging in for the first time, you will be prompted to answer your security question.

See next page for pop-up!
Getting Started

1. Review the Participant Fee Disclosure, and print a copy for your records.
   - View Participant Fee Disclosure

2. How do you want future Participant Fee Disclosures delivered to you?
   - By email (sent from Paychex)
   - On paper (distributed by your employer)

*Notes:
1. You may withdraw your consent to electronic delivery of the Fee Disclosure Statement for Participants at any time by visiting the Manage Account page of this Web site and clicking the "Change Participant Fee Disclosure delivery method" link.
2. You may change your email address at any time by visiting the Manage Account page of this Web site and clicking the "Change email address" link.
3. You may view the minimum requirements necessary to run Paychex Online services by visiting resources.paychex.com/requirements.aspx.
4. You have the right to request a paper copy of the Fee Disclosure Statement for Participants free of charge from your employer.

You will get a pop-up screen to Select Participant Fee Disclosure Delivery Method
   1. Select By email (sent from Paychex)
   2. Then click Next!

Verify your date of birth then click Next
Enter the **percentage** you would like to contribute.

1. You can choose Pretax or Roth or Both!
2. Then click **Next!**
Choose the fund or funds you would like to invest in (as a percentage).
You can choose as many funds as you would like.
Be sure the total amount (at the bottom of the page) = 100%.

<table>
<thead>
<tr>
<th>Investments</th>
<th>% of contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Funds Bond Fund Of America R3</td>
<td>0%</td>
</tr>
<tr>
<td>American Funds Capital World Bond R3</td>
<td>0%</td>
</tr>
<tr>
<td>American Funds High Income Trust R3</td>
<td>0%</td>
</tr>
<tr>
<td>American Funds Intermediate Bond Fund Of America R3</td>
<td>0%</td>
</tr>
<tr>
<td>American Funds Mortgage R3</td>
<td>0%</td>
</tr>
<tr>
<td>American Funds Preservation Portfolio R3</td>
<td>0%</td>
</tr>
<tr>
<td>American Funds Us Government Securities R3</td>
<td>0%</td>
</tr>
<tr>
<td>American Funds Us Government Securities R6</td>
<td>0%</td>
</tr>
</tbody>
</table>

On 06/12/2017, this fund will no longer be available. Future contributions to this fund will be redirected to American Funds Us Government Securities R3 unless you change your fund selection no later than the close of trading one business day prior to this date.

<table>
<thead>
<tr>
<th>Investments</th>
<th>% of contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baird Aggregate Bond Inst</td>
<td>0%</td>
</tr>
<tr>
<td>Baird Short Term Bond Inst</td>
<td>0%</td>
</tr>
<tr>
<td>Dfa Short-Term Government I</td>
<td>0%</td>
</tr>
<tr>
<td>Vanguard High-Yield Corporate Adm</td>
<td>0%</td>
</tr>
<tr>
<td>Vanguard Inflation Protected Securities Adm</td>
<td>0%</td>
</tr>
</tbody>
</table>
Be sure the total investment percentage, at the bottom of the screen, equals 100%!
Then click **Next**!

<table>
<thead>
<tr>
<th>Money Market [?]</th>
<th>0%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Jp Morgan Federal Money Market</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Redemption fees and excessive trading restrictions:
Please be aware that you may be charged a fee on redemptions or exchanges of certain mutual fund shares. Consult the fund’s prospectus for information regarding this fee.

You may transfer money between funds as often as you like, however, we strongly encourage you to read the section in each fund’s prospectus regarding its market timing/rebates/fee trading policies prior to making investment decisions. Short-term and excessive trading of fund shares may present risks to a fund’s long-term shareholders. Each fund discourages short-term and excessive trading and will take steps to detect and deter this trading pursuant to the fund’s policies as described in the fund prospectus. When a pattern of short-term or excessive trading activity or other trading activity deemed harmful or disruptive to a fund by an investor is detected, the fund’s advisor may prohibit that investor from future purchases of a fund or limit or terminate the investor’s exchange privilege.
Review your choices and Submit!

Enroll

4 Review and submit

Effective Date
Jun 13, 2017

Your Payroll Contributions
5% pretax
0% post-tax (Roth)

Your Contribution Start Date
Jun 13, 2017

Your Funds
100% into American Funds 2055 Target Date Retirement R3

Choose Your Beneficiaries
Print and complete the beneficiary form and return it to your employer. Your employer will keep a copy on file.

Participant Fee Disclosure Delivery Method
Email delivery (from Paychex)

By clicking Submit, I acknowledge that I have received and reviewed the Participant Fee Disclosure prior to making my enrollment selections.

Back  Submit  Cancel