

## 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:

1. Visit <https://paychexflex.com>.
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.

The screenshot displays the Paychex Retirement Services website interface. At the top, the Paychex logo is on the left, and 'Contact Us | Help | Exit' links are on the right. Below the logo, the text 'RETIREMENT SERVICES' is centered. A navigation bar contains buttons for 'Home/My Account', 'Research Funds', 'Loans', 'Rollovers & Withdrawals', and 'Tools and Learning'. The main content area is titled 'My Account' and includes a 'Plan:' field. A 'Print' icon is visible on the right. The primary section is 'Enrollment is Easy', which is split into two columns. The left column features the text 'It only takes a few minutes to start saving for your retirement.' followed by an orange 'Enroll Now!' button, which is pointed to by a red arrow. Below the button, it says '(Contribute at least 2% to get the full company match [?])'. The right column has the heading 'Start saving for retirement today — you'll be glad you did tomorrow!' and text explaining the benefits of retirement savings beyond Social Security. It also states 'It's up to you to plan for your future.' and 'You're eligible to begin contributing on 06/13/2017.' with a link to 'Learn more about 401(k)'.

See next page for pop-up!


**Enroll** ✕

### 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](https://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**



**PAYCHEX** Contact Us | Help | Exit


RETIREMENT SERVICES

**Enroll**

1. **Verify Birth Date** 2. Enter Deductions 3. Choose Funds 4. Review and Submit 5. Confirmation

**1 Verify your birth date**



Enter the **percentage** you would like to contribute.



1. You can choose Pretax or Roth or Both!
2. Then click **Next!**

## Enroll


1. Verify Birth Date   **2. Enter Deductions**   3. Choose Funds   4. Review and Submit   5. Confirmation

### 2 Set up your payroll deductions

#### Payroll Deductions

	Your Contribution (use increments of 1%)
<b>Regular contributions</b>	
Pretax contribution [?]	<input type="text" value="0"/> % 
Roth (post-tax) contribution [?]	<input type="text" value="0"/> % 
Sub-total regular contributions Company Plan Limit*:	<b>0%</b> (up to 91% of annual compensation)

Totals	New Contribution
Your Contributions	0%
Your Company Match [?]	0.0%
<b>Total Contribution</b>	<b>0.00%</b> 

**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%**.

**Enroll**
✕

1. Verify Birth Date   2. Enter Deductions   **3. Choose Funds**   4. Review and Submit   5. Confirmation

**3 Choose future funds**

Choose your funds

Investments	% of contribution <small>(must total 100%)</small>
Bond [?]	
<a href="#">American Funds Bond Fund Of America R3</a>	<input type="text" value="0"/> %
<a href="#">American Funds Capital World Bond R3</a>	<input type="text" value="0"/> %
<a href="#">American Funds High Income Trust R3</a>	<input type="text" value="0"/> %
<a href="#">American Funds Intermediate Bond Fund Of America R3</a>	<input type="text" value="0"/> %
<a href="#">American Funds Mortgage R3</a>	<input type="text" value="0"/> %
<a href="#">American Funds Preservation Portfolio R3</a>	<input type="text" value="0"/> %
<a href="#">American Funds Us Government Securities R3</a>	<input type="text" value="0"/> %
<a href="#">American Funds Us Government Securities R6</a>	<input type="text" value="0"/> %
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.	
<a href="#">Baird Aggregate Bond Inst</a>	<input type="text" value="0"/> %
<a href="#">Baird Short Term Bond Inst</a>	<input type="text" value="0"/> %
<a href="#">Dfa Short-Term Government I</a>	<input type="text" value="0"/> %
<a href="#">Vanguard High-Yield Corporate Adm</a>	<input type="text" value="0"/> %
<a href="#">Vanguard Inflation Protected Securities Adm</a>	<input type="text" value="0"/> %

Be sure the total investment percentage, at the bottom of the screen, equals 100%!

Then click **Next!**

Money Market [?]	
<a href="#">Jp Morgan Federal Money Market</a>	0%
<b>Total</b>	<b>100%</b> (must total 100%)

**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/abusive 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

1. Verify Birth Date   2. Enter Deductions   3. Choose Funds   **4. Review and Submit**   5. Confirmation

### 4 Review and submit

**Effective Date**  
Jun 13, 2017

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

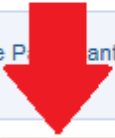
**Your Contribution Start Date**  
Jun 13, 2017

**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