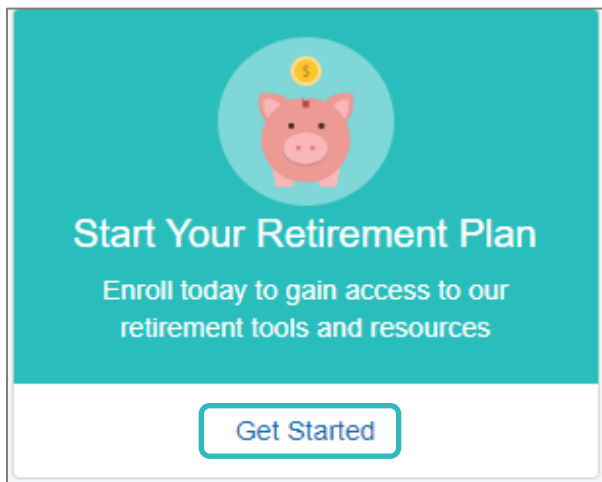


Paychex 401(k) Quick Enroll

Easily access your retirement account through our online portal or mobile app with [Quick Enroll](#).
Learn how!

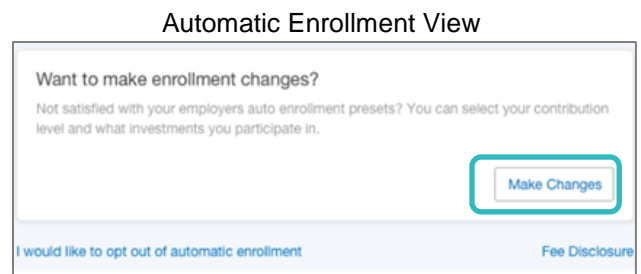
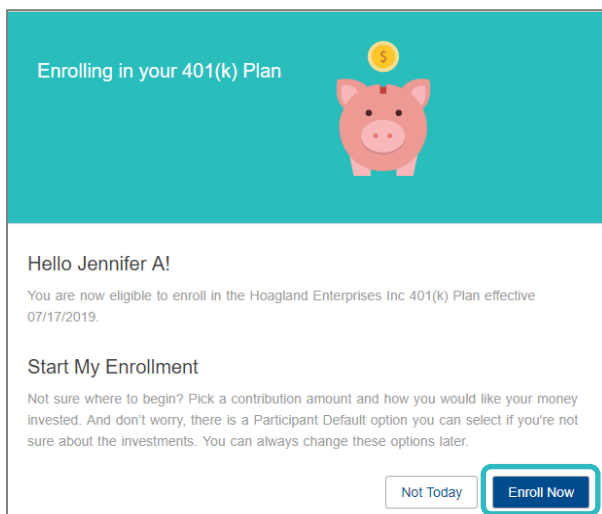
A 401(k) plan is an easy, affordable way to save for your retirement — and the sooner you start the more you may save. [Learn how to enroll](#) today with the Paychex Quick Enroll feature. Si prefieres las instrucciones en español, [mira este video](#).

1. Log into the Paychex Retirement Services website at paychexflex.com and select **My Retirement**. To access your plan on your mobile device, download the [Paychex Flex mobile app](#).
2. When the **Start Your Retirement Plan** tile displays, click **Get Started**.

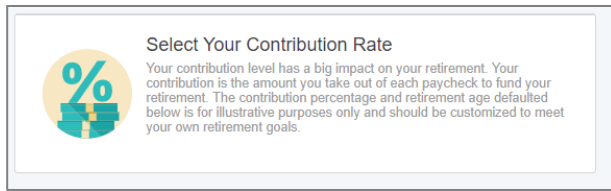


3. Under **Start My Enrollment**, select **Enroll Now**.

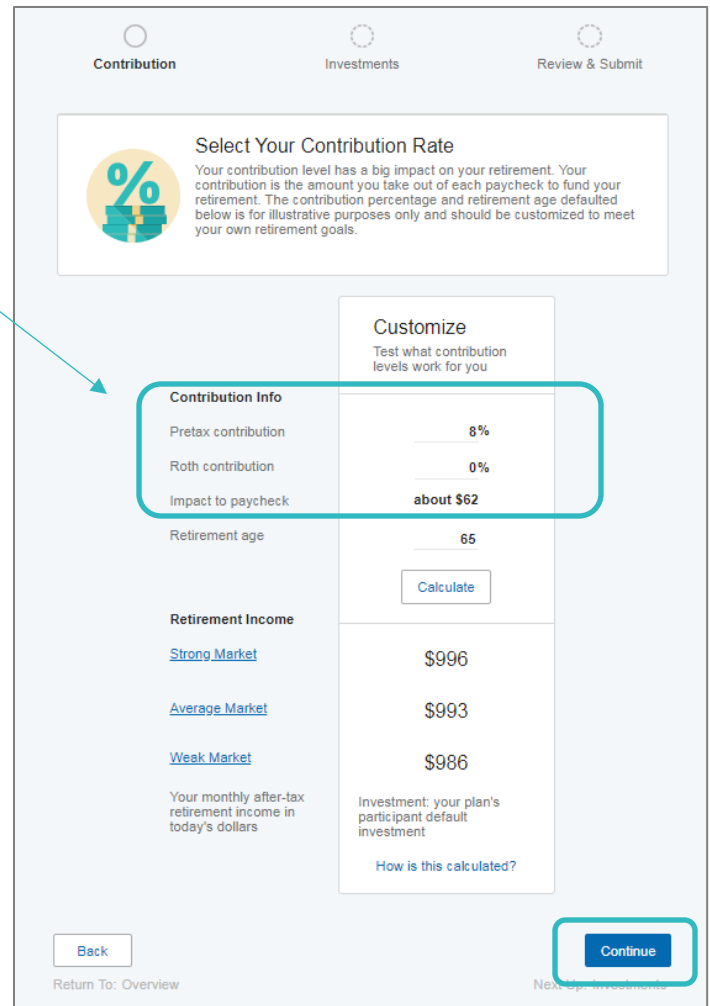
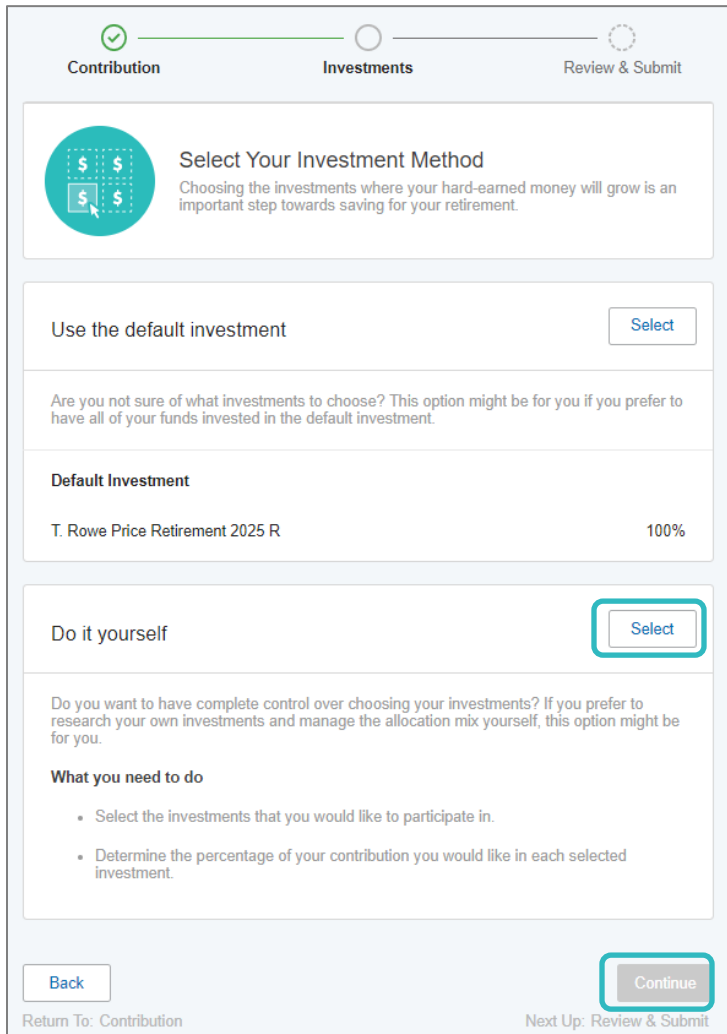
Note: If your employer has automatic enrollment, you will see the option to **Make Changes** to the pre-selected deferral amount and investments.



4. In the **Select Your Contribution Rate** screen, input the contribution rate and review/update salary amount, then select **Continue**.



5. In the **Select Your Investment Method** screen, choose to select your own investments (Do it yourself) or use the plan default investment. Click **Select** next to the method you want to use, and click **Continue**.



6. If you choose to select your own investments, the **Select Your Allocations** screen will display. Ensure the **Total %** of investments equals 100%, and when complete, click **Continue**.

Progress: Contribution (checked) — Investments (selected) — Review & Submit (disabled)

Select Your Allocations

Please select how you would like to divide up your contribution into the investments available to you in your plan. The allocations must total 100% to continue.

Available Investments

Investment Names	Total: 0%
Bond	
Fidelity Advisor Strategic Income M	0 %
Pimco Total Return A	0 %
Templeton Global Bond A	0 %
Equity	
Vanguard Lifestrategy Moderate Growth Inv	0 %
Vanguard Mid-Cap Value Index Inv	0 %
Vanguard Small Cap Index Inv	0 %
Money Market	
T. Rowe Price Government Money	0 %

Back Continue

Return To: Investments Next Up: Review & Submit

7. Verify your investment selections and percentages. If they are correct, click **Submit**.

Enrollment Selection		
Contribution start date	Jul 17	
Investment selection	Fidelity Advisor Strategic Income M	100%

8. From the enrollment confirmation, print and complete the Beneficiary Form and return it to your employer.

Go to My Retirement

Try Auto Contribution Increase
Consider setting up auto contribution increase to save more by retirement. Small changes can go a long way. >

9. If you want the Auto Contribution Increase option, choose your preference and click **Save**.

Use auto increase: OFF

Pretax increase amount 1 %

Roth increase amount 1 %

Next scheduled contribution increase Jul 17, 2020