



## Creating an Account

To register for the Paychex Retirement Services website, visit [paychexflex.com](https://paychexflex.com), click **Sign Up**, enter the required fields, and provide answers to security questions.

After creating an account, log in by entering your user name and password in the appropriate fields and selecting **Retirement/Retirement Services**.

You are eligible to enroll on the first entry date after fulfilling your plan's eligibility requirements. After logging in, you'll see the **Start Your Retirement Plan** or the **Enroll Now** notification if you are eligible.

**Paychex is not licensed to provide investment advice.** If you would like to use GuidedChoice Managed Accounts Services, register for the website and click **Sign up now** using the Managed Accounts icon.

## Enroll in the Plan

1. Log in to the website.
2. Click **Enroll Now**.
3. Determine the percent of your pay you want to contribute and enter. Click **Continue**.
4. Select your investments in 1% increments, making sure they total 100%, or choose to have all your money invested in the plan's default investment. Click **Continue**.
5. Review the information and click **Submit**.

You can log in and update your plan elections and beneficiary information at any time.

This guide is not intended to provide legal, tax, or accounting advice. The legally binding operation of the plan is controlled by the adoption agreement and the basic plan document.

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