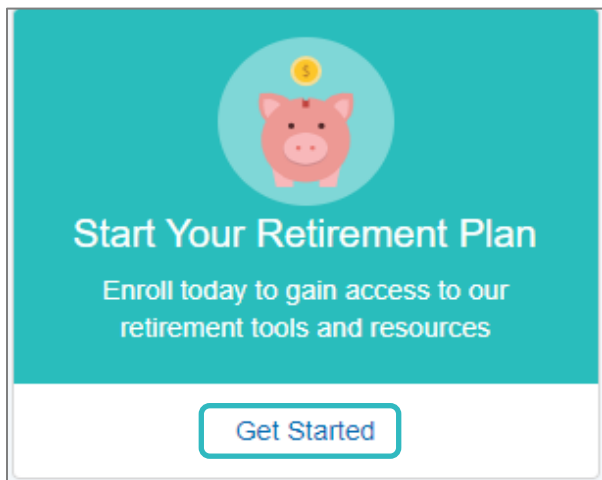


# Paychex 401(k) Quick Enroll

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

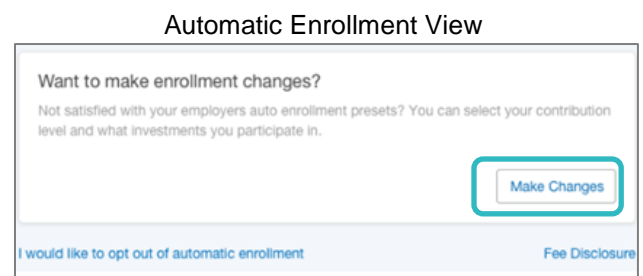
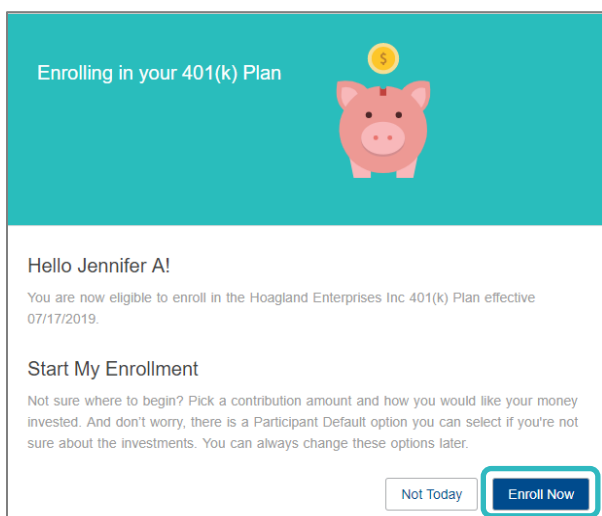
A 401(k) plan is an easy, affordable way to save for your retirement — and the sooner you start the more you may save. [Learn how to enroll](#) today with the Paychex Quick Enroll feature. Si prefieres las instrucciones en español, [mira este video](#).

1. Log into the Paychex Retirement Services website at [paychexflex.com](https://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**.

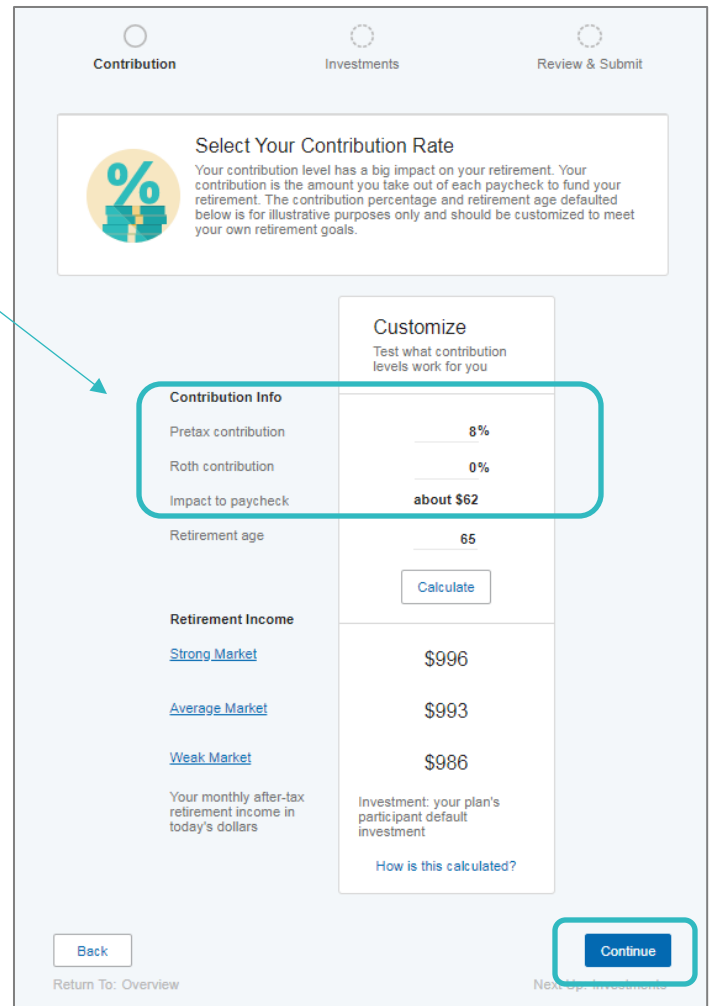
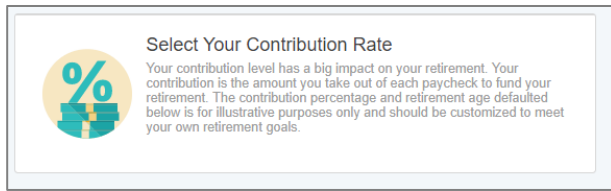


3. Under **Start My Enrollment**, select **Enroll Now**.

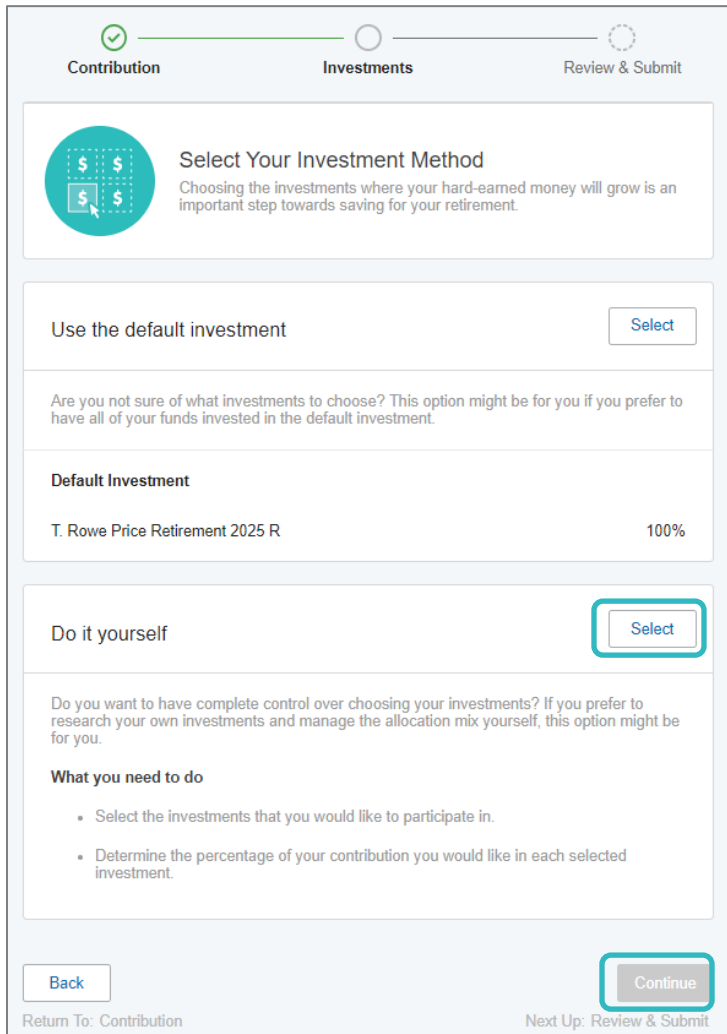
**Note:** If your employer has automatic enrollment, you will see the option to **Make Changes** to the pre-selected deferral amount and investments.



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

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

Total: 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