



# Click & Go to Your 2020 Benefits!



## TUTORIAL

[training.paychex.com/peo-annual-enroll/tutorials/hbannualenroll\\_ee/hb\\_annual\\_enroll\\_ee.html](https://training.paychex.com/peo-annual-enroll/tutorials/hbannualenroll_ee/hb_annual_enroll_ee.html)

Go online now or no later than November 30, 2019, for 24/7 access to join your benefits plan – it's the easiest and quickest way to enroll.

- 1 Log online at [paychexflex.com](https://paychexflex.com).**
- 2 Review Family Information** – Add or remove dependents and beneficiaries.
- 3 Choose Benefits** – Review and select plan options. This is your opportunity to add or remove benefits. You can also add or remove eligible dependents from your coverage at this time. Plan changes will not be allowed after November 30, 2019, unless you submit a qualified event to our Health and Benefits department within 30 days of the event.
- 4 Review and Submit** – This important step is to ensure that we have your enrollment information correct.
- 5 Confirmation** – Be sure to print this page for your records.

You can obtain your summary of benefits and coverage online, or by calling our Health and Benefits Service Center at 800-741-6277, option 4, for assistance.

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No online access? No Problem. Call the Paychex Health and Benefits Service Center at 800-741-6277, option 4. Professional employer organization (PEO) services are sold and provided by Paychex Business Solutions, LLC (PBS) and its affiliates, which are registered and licensed to sell and provide PEO services, including in Florida. PBS FL license numbers are Paychex Business Solutions, LLC, GL7, PBS of Central Florida, LLC, GM14, PBS of America, LLC, GM46, Paychex PEO I, LLC, GM455, Paychex PEO II, LLC, GM456, Paychex PEO III, LLC, GL193, Paychex PEO IV, LLC, GM519 and Paychex PEO V, LLC, GM 522, Paychex PEO VI, LLC, GM627, Paychex PEO VII, LLC, GM628, Paychex PEO VIII, LLC, GL242, Paychex PEO IX, LLC, GM637, Paychex PEO X, LLC, GM636.  
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