



# Click & Go to Your 2021 Benefits!

Your company's continued relationship with Paychex PEO can assure an easy-to-administer, economical, and quality solution for your benefit plans. **Just Click & Go to begin!**

## 1. Renew Benefits Beginning October 6, 2020.

- To log in or register, visit <http://www.paychexflex.com>.
- For a tutorial, visit [www.paychex.com/peo-annual-enroll](http://www.paychex.com/peo-annual-enroll).
- The last day for you to enroll your company is November 2, 2020.

## 2. Easy Online Renewal.

- Complete the entire employer election process online, anytime, 24/7.
- View plan summary information for each available plan, links to carrier websites, and contact information.
- Review overall participation.
- Display, download, filter/sort, and print employee information and elections.
- Assign, manage, or change benefit classes.
- Enjoy improved reporting features and easier navigation.

## 3. Review and Submit!

## 4. Begin Employee Elections Period.

- The final day for employee enrollment is December 1, 2020.

# **PAYCHEX**ONE

The Total HR Solution