

Click & Go to Your 2018 Benefits!

Go online now or no later than December 1, 2017, for 24/7 access to join your benefits plan – it's the easiest and quickest way to enroll.

Step 1

Log online at paychexflex.com.

PAYCHEX[®]
HR Services

Step 2

Review family Information – Add or remove dependents and beneficiaries.

Step 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 December 1, 2017, unless you submit a qualified event to our Health and Benefits department within 30 days of the event.

Step 4

Review and Submit – This important step is to ensure that we have your enrollment information correct.

Step 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.



TUTORIAL

For a tutorial, visit
www.paychex.com/print/employees-enroll

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