

# Click & Go to Your 2019 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!

## Step 1

*Renew Benefits Beginning October 9, 2018.*

- To log in or register, visit <http://www.paychexflex.com>.
- For a tutorial, visit [www.paychex.com/print/employers-enroll](http://www.paychex.com/print/employers-enroll).
- The last day for you to enroll your company is November 2, 2018.

**PAYCHEX**<sup>®</sup>  
HR Services

## Step 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 classes.
- Enjoy improved reporting features and easier navigation.
- A lump-sum or traditional employer contribution option is available.

## Step 3

*Review and Submit!*

## Step 4

*Begin Employee Elections Period*

- The final day for employee enrollment is November 30, 2018.



No online access? No Problem. Call the Paychex Health and Benefits Service Center at 800-741-6277, option 4.

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