



# Paychex PEO Health & Benefits Annual Enrollment Time is Here!

This is your one chance to submit or change your benefit elections each year. Don't miss your opportunity!

## Important things to complete:

- Log in to [paychexflex.com](https://paychexflex.com) and select the Health & Benefits tile 
- Verify your address and personal data
- Choose benefit elections
- Submit your benefit elections
- Save or print your confirmation page
- Complete your 2024 FSA elections by selecting the PBA tile 

**December** 2023

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24	25	26	27	28	29	30
31						

## Don't Forget!

The last day to enroll  
in Health & Benefits  
is **December 15, 2023**

With Paychex Flex® you can gain access to your benefit information – and payroll and HR – from your desktop or mobile device.

If you have questions, we are available Monday–Friday from 8 a.m. to 8 p.m. ET. For Health & Benefits, contact us at **800-741-6277, option 4 then, option 2**, or [peo\\_benefitsteam@paychex.com](mailto:peo_benefitsteam@paychex.com). For questions about FSA, call **877-244-1771**.

# **PAYCHEX**®

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