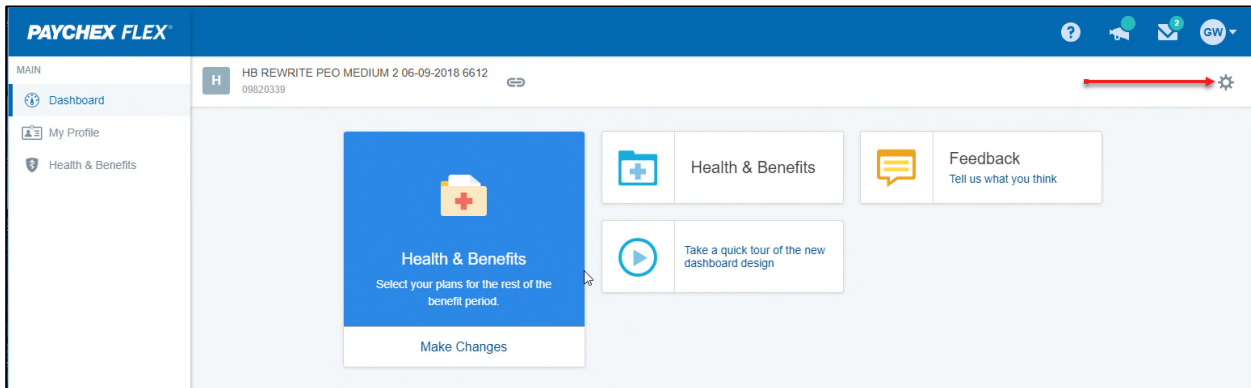


Paychex PEO – My Benefits Enrollment Process

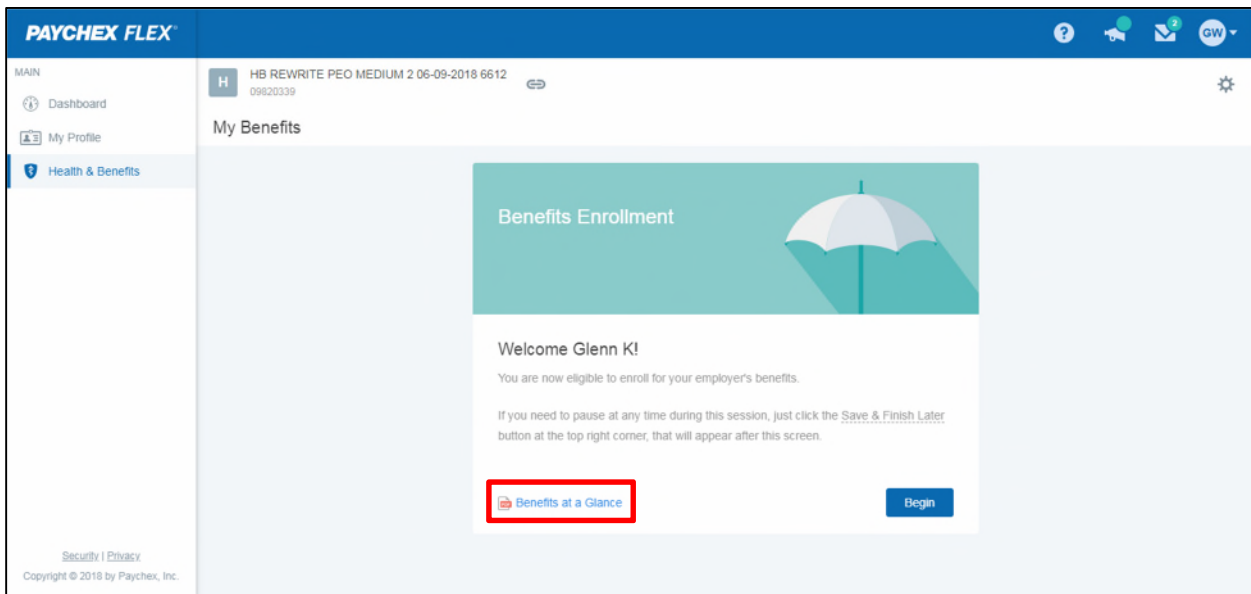
INTRODUCTION

This document provides a general overview of the steps you, as an employee, should follow to enroll in benefits. Plan availability is based on your employer’s elections and your plan network.

Access your Health & Benefits enrollment on the **Paychex Flex** homepage. You can view your current and future benefits, view employee and dependent information, view your online transaction history, enroll in coverage if you’re newly eligible, and make qualifying event changes in the Health & Benefits workflow. The Health & Benefits election process is now available in Spanish by clicking the settings gear.



Click **Get Started** by accessing the benefit plan election workflow. As you complete the steps of the enrollment process, you can compare plan summaries by clicking **Benefits at a Glance** in the workflow.

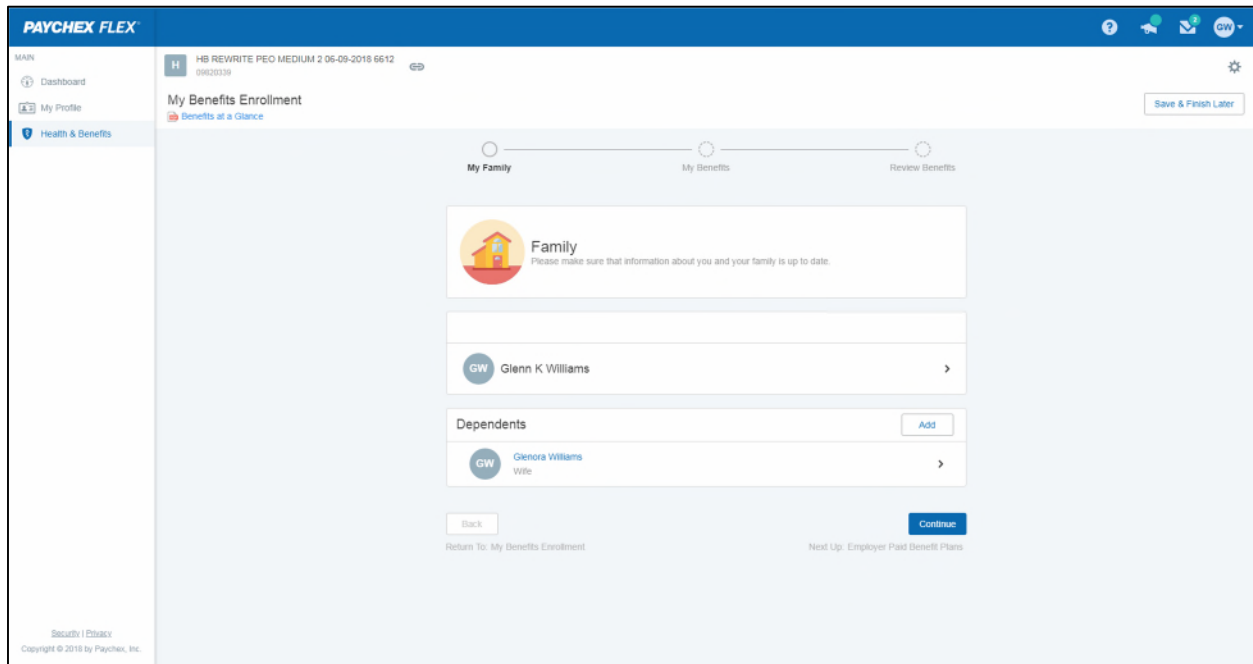


Enrolling in Benefits

The enrollment process consists of five phases: Introduction, My Family, My Benefits, Review Benefits, and Confirmation. Glance at the steps at the top of the page to see where you are in the process at any time.

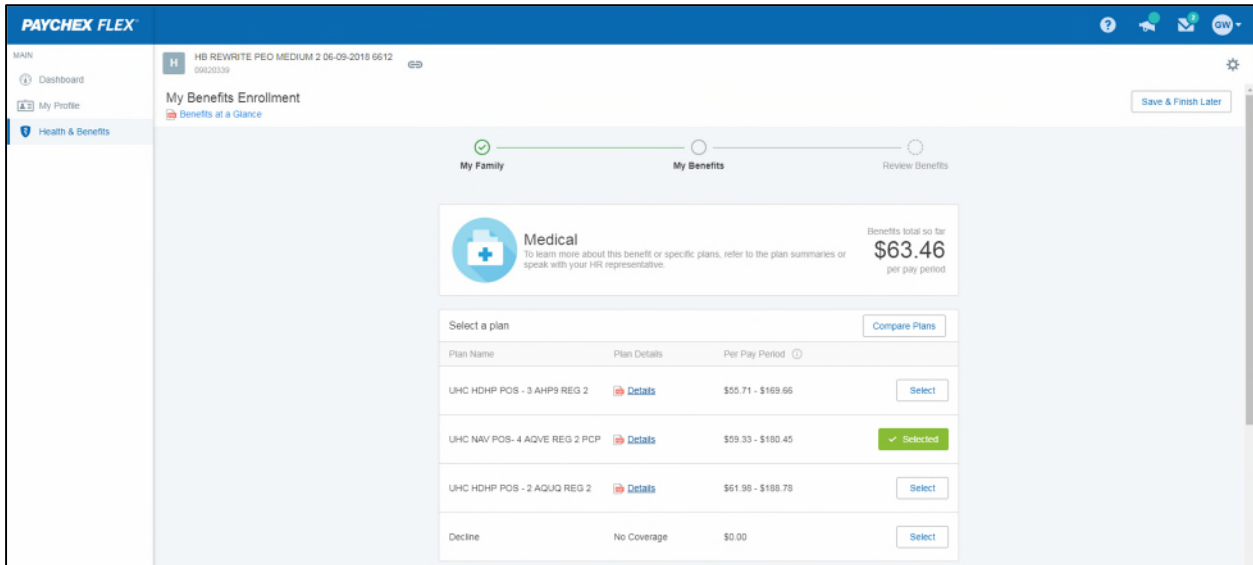
To enroll in benefits:


1. Click **Begin**.
2. Review your employee and dependent information. To add dependents, click **Add**. To edit a family member, click the arrow next to the dependent's name and then click **Edit**. Click **Save** to save changes or **Cancel** to return to the previous screen.



3. Verify that all covered family members are listed and click **Continue**.


4. Your benefit plans will display as shown below for each plan offered. Select **Compare Plans** to view a side-by-side comparison directly in the interface, or select **Benefits at a Glance** to view the full comparison. Select the desired plan.



 Click **Benefits at a Glance** at any time to access your plan comparison. Click **Details** to view plan details for the selected plan.

5. Select the corresponding coverage level for the dependents you are covering, or **Employee** if you are only covering yourself.






Select a coverage level		
Coverage Level	Per pay period	
Employee	\$0.00	Select
EE+Spouse/Domestic Partner	\$0.00	Selected
Employee+Child(ren)	\$0.00	Select
Family	\$0.00	Select




 If you are declining coverage, select **Decline**.

- 6. If you selected a coverage level other than Employee, your family members will be automatically selected based on the level of coverage you selected. Deselect any dependents you do not wish to cover.

Dependents	
Name	
 Glenn K Williams	
 Glenora Williams Wife	

- 7. Enter your Provider number (Primary Care Physician), and click **Continue**.

Dependents		
Name	Physician Number 	
 Glenn K Williams	Enter Number <input type="text"/>	
 Glenora Williams Wife	Enter Number <input type="text"/>	

Although you can leave this field blank, we encourage you to complete it to avoid delays in enrollment with your carrier. Refer to the carrier’s website to look up a Provider number.

- 8. For each item in your Group Benefits list, select your benefit coverage and who the benefit will cover, and then click **Continue** until you reach the Review Benefits page.

- On the Review and submit screen, carefully review your elections. If there are any elections that require additional information, they will be placed in a pending approval status to be reviewed by Paychex. Click **Change** to make any changes. If you do not need to make any changes, you will need to check **"I've read and I agree with the Legal Notice"** before clicking **Submit**.

The screenshot displays the 'My Benefits Enrollment' interface in the Paychex Flex system. At the top, a progress bar shows three steps: 'My Family' (completed), 'My Benefits' (completed), and 'Review Benefits' (current step). Below this, a section titled 'Review Your Selected Benefits' prompts the user to confirm their selections. A table lists the selected benefits:

Plan Name	Coverage Level	Per Pay Period	Action
UHC NAV POS- 4 AGVE REG 2 P... Medical	EE+Spouse/Domestic Partner Genora Williams	\$126.36	Change
EYEMED VISION CORE Vision	EE+Spouse/Domestic Partner Genora Williams	\$0.00	Change
AETNA LTD 180 DAYS \$,000 BEN Long Term Disability	Employee	Employer Paid	
AETNA LTD 180 DAYS \$,000 BEN Long Term Disability	Employee	Employer Paid	

Below the table, the 'Beneficiaries' section shows 'Trust of Charlotte Sando' as the primary beneficiary with 100% coverage. At the bottom of the screen, there is a confirmation area with a 'Back' button, a checked checkbox for 'I've read and I agree with the Legal Notice', and a 'Submit' button. The text 'Return To: Legal' and 'Next Up: Confirmation' are also visible.

10. You will receive a confirmation showing your elections. Click **Print Benefit Summary** to print a confirmation of your benefit plan elections. You can save this file as a .pdf or print it to retain a copy for your records. Click **OK** to return to the My Benefits dashboard.

