

Participant Questions Concerning:

**Fund Exchanges (Transfers)
Account Balances
Loan Processing**

Paychex Retirement Services Information Line
Phone: (800) 401-3999

Paychex Online Retirement Services
<https://benefits.paychex.com>

Refer to the online instructions below and to the following page for Information Line instructions.

To Access Your Account Using Paychex Online Retirement Services

1. Access Paychex Online Retirement Services at <https://benefits.paychex.com>.
2. Register.
 - Click "Need to Register."
 - Enter and submit the requested information.
 - Create a Password. This will enable you to log on immediately.
3. Log on by entering your Social Security Number and Password.
4. Choose "My Retirement Services."
5. Choose "Enrollment."
6. Enter your contribution percentage. Click "Next."
7. Enter how your contributions are to be invested in the plan. Once you have entered each percentage (*please enter "0" for any funds in which you do not wish to invest*), click "Submit."
8. The following screen will display your request. A confirmation letter will be mailed to your home address within two business days.