

How to Get Enrolled

Follow these instructions to
enroll in your 401(k) Plan.



Step 1: Create your account

Register and access the enrollment website for the first time.

- Website: paychexflex.com
- Click “**Sign-Up.**”
- In **Step 1**, you’ll **provide your personal information**. When complete, select “Continue.”
 - You’ll be prompted to confirm the accuracy of the information you provided. Review the information and select “Yes” if it’s accurate.
- In **Step 2**, you’ll answer a few **security questions and set up your username and password**.
- In **Step 3**, you’ll be prompted to check your email. Click the link to **verify your email address** and to **activate your account**.

Contact Us: 888-322-7586 | contact401k@frs.net

Step 2: Enroll in your company's retirement plan

Make key decisions about your 401(k) account.

- Once you've logged in to the retirement services benefits website, **select the My Retirement tab**. Navigate to the piggy bank icon, click **"Get Started"** and then select **"Enroll Now!"**
- If your plan has Automatic Enrollment, you will see the option to make changes to the pre-selected deferral rate.
- If your plan does not have Automatic Enrollment, you'll need to **set your deferral rate**.
- Next, make your **investment selections**.
- **Once done, you will be taken to a screen to review your contributions and investment selections**. Select "Submit" to complete your online enrollment.

Would you like some help? Reach out to us.

Schedule a 30-minute one-on-one meeting with a Retirement Specialist.

Your Retirement Specialist has a great deal of experience with helping employees plan for a successful retirement. They can help you get enrolled as well as provide educational support and guidance.



Schedule your meeting now!

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