

Selecting Email Delivery of Participant Fee Disclosure

You're Enrolled in the Company's 401(k) Plan:

1. Log in to <https://www.paychexonline.com> and select **Retirement Services**.
2. From the **Manage Account** tab, under **My Preferences**, select **Change Participant Fee Disclosure method**.

OR

1. Log in to <https://www.paychexonline.com> and select **Retirement Services**.
2. When following message displays in the **My Notifications** box, click **Choose Delivery Method** and select the option **By Email (sent from Paychex)**.

"Periodically you must receive a Participant Fee Disclosure. Click Choose Delivery Method to verify your email address and select your preferred method for the Disclosure."

PAYCHEX
RETIREMENT SERVICES

Home/My Account **Manage Account** Research Funds Loans Rollovers & Withdrawals

Manage Account Plan: Samp

Change Investments

Change Current Investments (Rebalance)
Change how the money that is already in your retirement account is invested by redistributing all of your money across several or all of the funds available in your plan. This change only affects money that is already in your retirement account. (Note that only one transfer or rebalance request is allowed per day.)
[Change current investments](#)

Change Future Investments
Change how new money, usually from payroll deductions, is invested across several or all of the funds in your retirement account. This change only affects money that is added to your retirement account in the future.
[Change future investments](#)

My Profile

[Change email address](#) [\[?\]](#)
[View mailing address](#)
Contact your employer or plan administrator to add or change your mailing address

Change beneficiaries:
Complete the [beneficiary form](#) and return it to your employer.

My Preferences

My preferred Participant Fee Disclosure delivery method:
Paper
[Change Participant Fee Disclosure delivery method](#)

You're Not Enrolled in the 401(k) Plan:

1. When you create an online account on the Paychex Retirement Services website, you'll see an **Enroll Now** prompt.
2. Click **Enroll Now**. The first step alerts you to review the most recent Participant Fee Disclosure.
3. When you're prompted to select an option to receive future notices, select **By Email (sent by Paychex)**.

Important Note:

You can't update your delivery method while Paychex is in the process of preparing the quarterly statements and or fee disclosures.

Enroll

Getting Started

- 1 **Review the Participant Fee Disclosure, and print a copy for your records.**
[View Participant Fee Disclosure](#)
- 2 **How do you want future Participant Fee Disclosures delivered to you?**
 By email (sent from Paychex)
 On paper (distributed by your employer)

*Notes:
1. You may withdraw your consent to electronic delivery of the Fee Disclosure Statement for Participants at any time by visiting the Manage Account page of this Web site and clicking the "Change Participant Fee Disclosure delivery method" link.
2. You may change your email address at any time by visiting the Manage Account page of this Web site and clicking the "Change email address" link.
3. You may view the minimum requirements necessary to run Paychex Online services by visiting resources.paychex.com/requirements.aspx.
4. You have the right to request a paper copy of the Fee Disclosure Statement for Participants free of charge from your employer.

Next **Cancel**