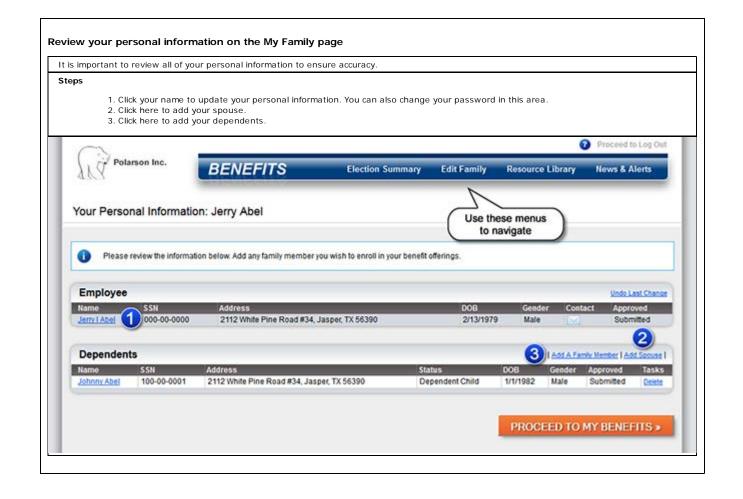


Employee Online Enrollment Guide

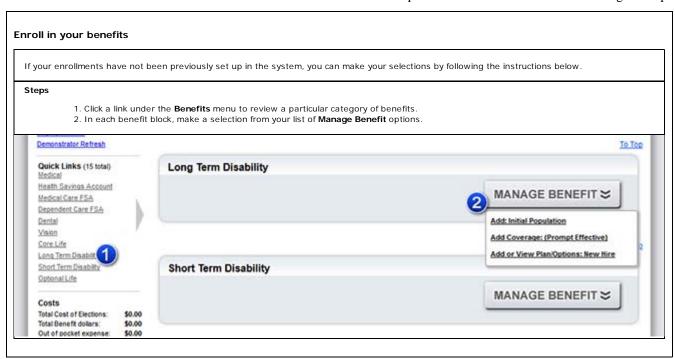
FIRST TIME USERS: Adding **BeneTrac Online** to your MyPaychex.com account

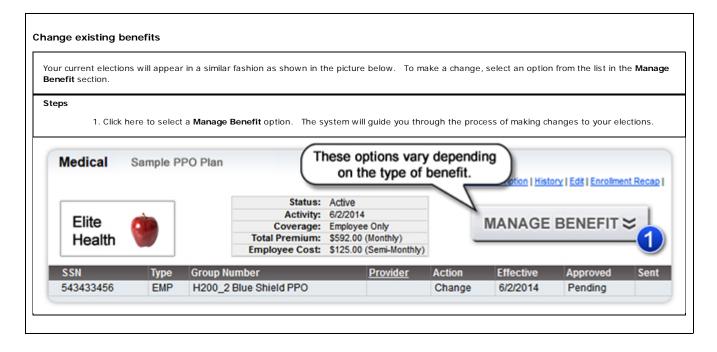
- Log on to (or register) your MyPaychex.com account
- From your home page, click on the Manage User Account button in the upper right corner
- Click on Add Services or Accounts
- From the drop down menu for service, select BeneTrac Online (it is the last option in the drop down list)
- Input your Employer ID: TXHA2213
- Input your **BeneTrac Online Username and Password**: Your username is the first initial of your first name plus your last name (up to 10 characters max, no hyphens, no apostrophes.)
- Your password is the last four digits of your social security number.
- I.e. Bob Anderson, SSN 123-45-6789. Username would be BAnderson. Password would be 6789.
- Click on VERIFY ACCOUNT
- Once account is verified, click Add to MyPaychex
- A Benefits tab will appear on top of your site once it has been added. Click on Benefits tab
- If you have any questions please contact 1-877-281-6624. Choose option 4, option 4 and then option 3 to get connected with a representative.

Click here if you have forgotten your User Name or Password

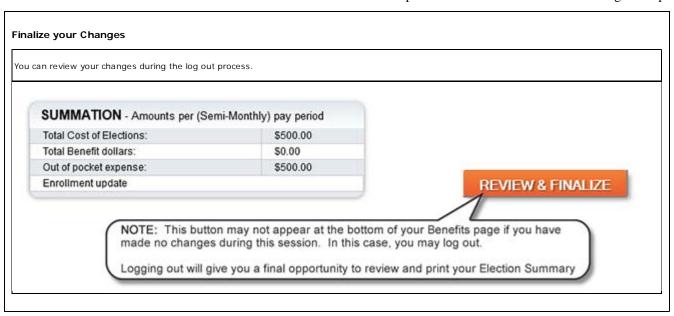


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3 of 3