



PAYCHEX FLEX REGISTRATION

As an employee of LTI Trucking Services, Inc. you will have access to your pay data and personal information through Paychex Flex.

Through Paychex Flex, you can view your company benefits, revise your personal information (tax withholding, direct deposit, home address, etc.), and stay up-to-date on benefit changes — all through a secure online portal.

In order to access all of the above mentioned items, all employees must register as a Paychex Flex user. If you have not yet registered for Paychex Flex, please follow the instructions below – you can click on www.paychexflex.com for a direct link. Once registered, you will then be able to view your insurance benefits through Paychex Benefits Administration. Continue scrolling down for all of the information on how to sign up and access.

1. Visit www.paychexflex.com
2. Click **Sign-Up**.
3. Complete the required personal information.
4. Click **Continue**
5. Select four different security questions and provide a unique answer to each question.
6. Click **Continue**
7. Create a unique username
8. Create a password which meets the required criteria. **Note:** Click ? to reveal the required criteria.
9. Type your Personal Identification Number (PIN). This PIN must be 4-10 numeric characters in length.
10. Type a phone number. **Note:** This phone number will be used in certain login situations and in password reset scenarios.
11. Type the text into the image in the Security Verifier field.
12. Click **Continue**
13. Select your desired security level.
14. Click **Continue**.

Congratulations! You are now successfully registered to access Paychex Flex.

If you have issues with either Paychex Flex Registration or Paychex Benefits Administration:

Drivers: please email mbecking@litrucking.com or call 314-735-8175 to request help.
Non-Drivers: please email pnaugle@litrucking.com or call 314-932-6972 to request help.



[PAYCHEX FLEX MOBILE APP](#)

The Paychex Flex app offers employees an easy way to access their Paychex Flex account from an Apple iOS device or Android powered smartphone that is virtually identical to the desktop experience. The Paychex Flex app gives you 24/7 access to your pay and benefits data with the tap of an icon, and the option to log in with a touch of your finger. See the attached flyer for additional details and instructions.

(PLEASE NOTE – at this time you are not able to enroll in benefits through the Paychex Flex app – you must enroll in benefits by signing in on a desktop or laptop computer.)

[INSURANCE BENEFITS - PAYCHEX FLEX BENEFITS ADMINISTRATION](#)

REMINDER . . . as a full-time new hire of LTI Trucking Services, Inc., you are eligible for benefits after 90 days of employment. This includes: Medical, Dental, Vision, Short-Term Disability, Long-Term Disability, Life Insurance, Critical Illness and Accident coverage. If you elect to decline benefits as a new hire, or miss your window to enroll, you will be eligible to enroll again during Open Enrollment which happens every year during April for a May 1st effective date.

During your 90 day waiting period, please access the **Paychex Flex “Benefits Administration”** section to review and select your benefits. Following are some tips and guides to assist you. Also attached for your convenience is the **Employee Benefits Guide** you received as a new hire during orientation.

Login in to Paychex Flex *(please do so from a desktop or laptop – at this time, you cannot enroll in benefits through the Paychex Flex app)*

Click on “Benefits Administration”

Resources – the “Resource Library” link at the top of the screen has links to all of the **Plan Summaries** and **Benefit Guides**. Please review this material so you are prepared to select the appropriate coverage.

Adding dependents – if you would like to select coverage and enroll your Spouse and/or Dependents, please select “Edit Family”. Once in this section, click on “Add A Family Member” or “Add Spouse” and enter the required data. Please do this before you start your benefit selections. If you are only selecting benefits for yourself (Employee Only Coverage), you do not need to complete this step.

“Manage Benefit” – you will see this for each line of coverage offered to you as a new hire of LTI Trucking. Please either select or waive coverage on each.



Basic Life/AD&D Coverage – as an LTI employee, you are auto enrolled at 90 days in a level of life insurance at no cost to you. Please click on the “Add Beneficiaries” section so this is on file. If you forget to do this, you will be prompted at the end to complete.

“Review & Finalize” – please make sure you click on and acknowledge this section.

You will now be auto enrolled in benefits once you hit your 90 days of employment and deductions will start coming out of your check weekly. Reminder – you must enroll during this 90 day period. If you miss your window to enroll as a new hire, you will have to wait until “Open Enrollment” which takes place during April of every year for a May 1st effective date.

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or call 314-735-8175 to request help.

Non-Drivers: please email pnaugle@litrucking.com
or call 314-932-6972 to request help.

If you have any issues registering or accessing Paychex Flex Benefits Administration, please reach out and we will help you make your selections.

401-k RETIREMENT SAVINGS PLAN

You are also eligible to enroll in LTI’s 401-k retirement savings plan through Securian Retirement. This enrollment takes place outside of the Paychex Flex Benefits Administration system. If you are interested in more information or would like to enroll, please reach out to LTI’s financial partner, the Moneta Group to guide you through this process and to help you make selections to meet your personal retirement goals. Contact Moneta directly at 314-244-3450 - tell them you are a new hire with LTI and need assistance enrolling.