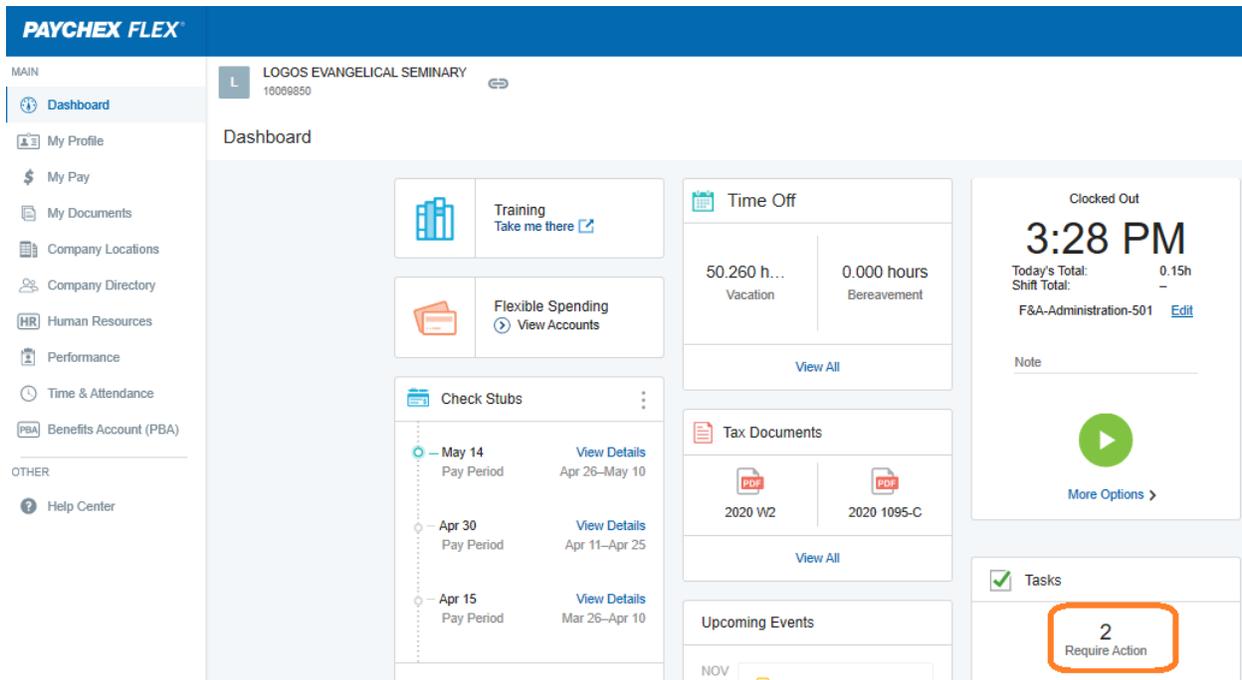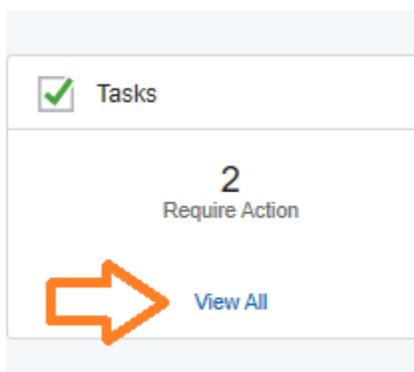SOP PayChex - How to Download and e-Sign Employee Handbook (or a similar document)

5/19/2021 (HR Office)

From the Log in Dashboard screen. Click

Click on View All

Click on

to preview/download
To e-Sign

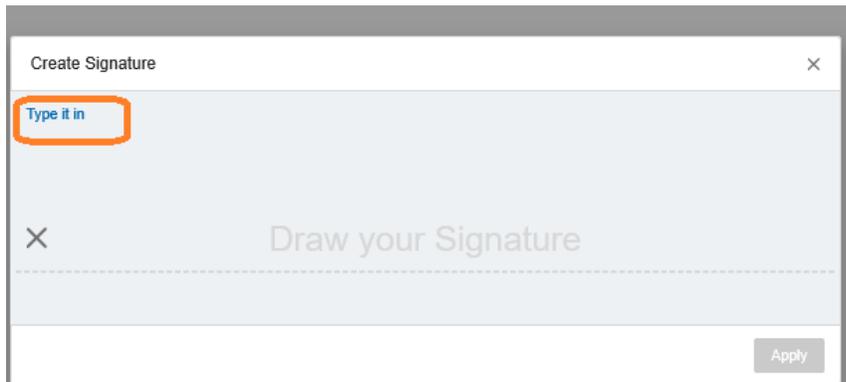To both preview and e-sign the document, click on the Sign button

To download and save a copy

Browse through the document till reaching the last page.

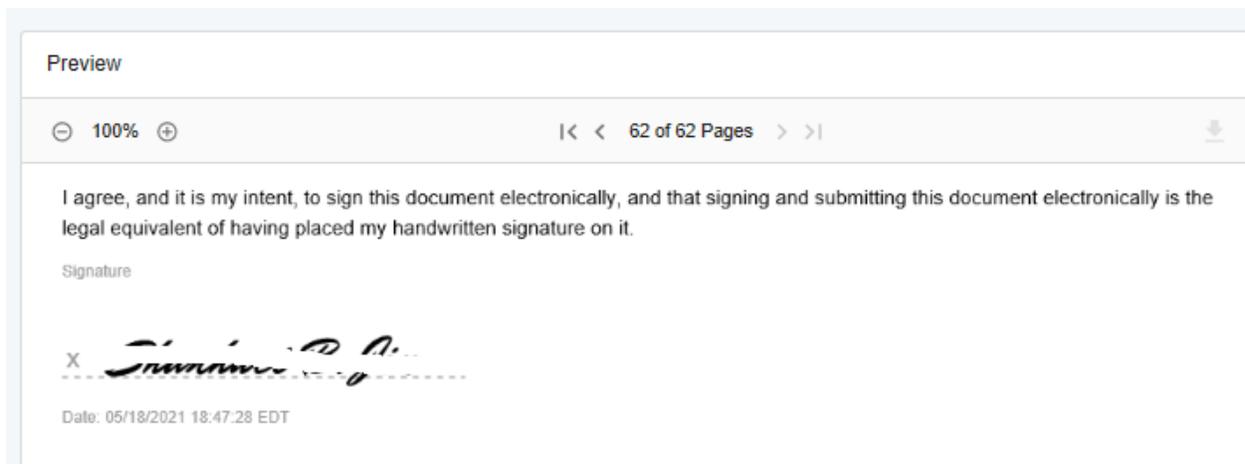Click on **Sign Document** button. (now it should be enabled)

You may draw or type in your signature

Click on **Apply, t**o complete the e-Sign.

You are not done yet!

You need to click on **Confirm Signature** button (as shown below) to complete the signing.
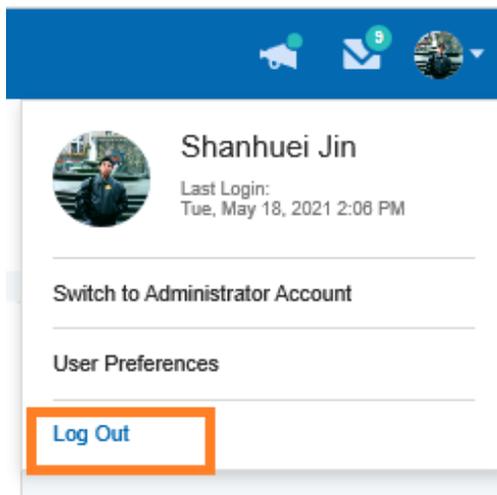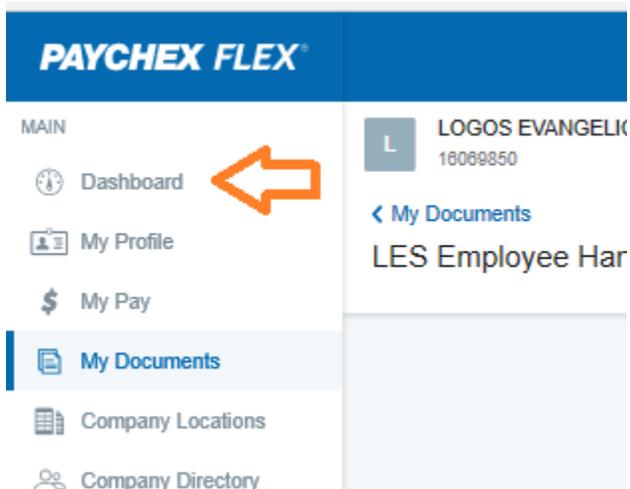
Document ID: 7ced30cd-6222-42e0-b0d4-0a6c9c937634

By signing electronically, I acknowledge that I have read, understand, and agree to the terms and conditions in the Consent and Terms of Use.

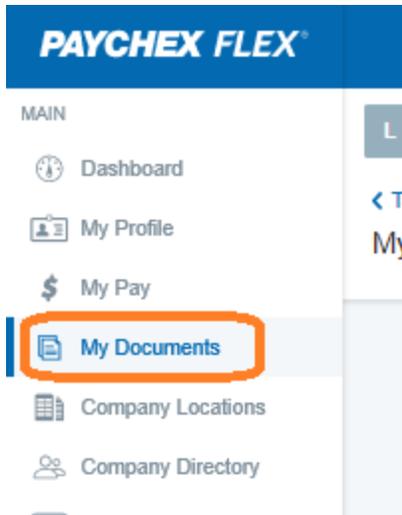Cancel | Confirm Signature

After signature is confirmed. Now you may go back to dashboard and log off.

PAYCHEX FLEX

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To find this document from now on, you may click on **My Documents** from the main menu.

[End of SOP]