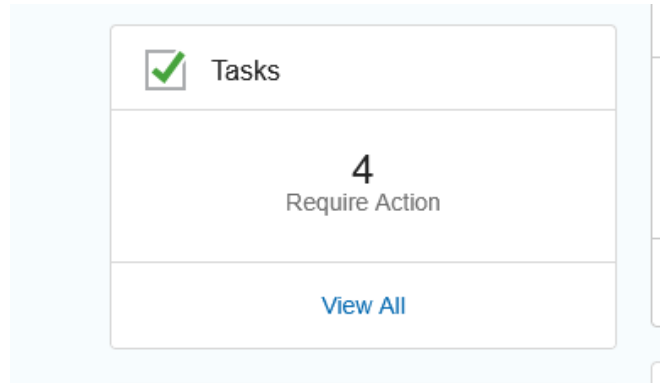


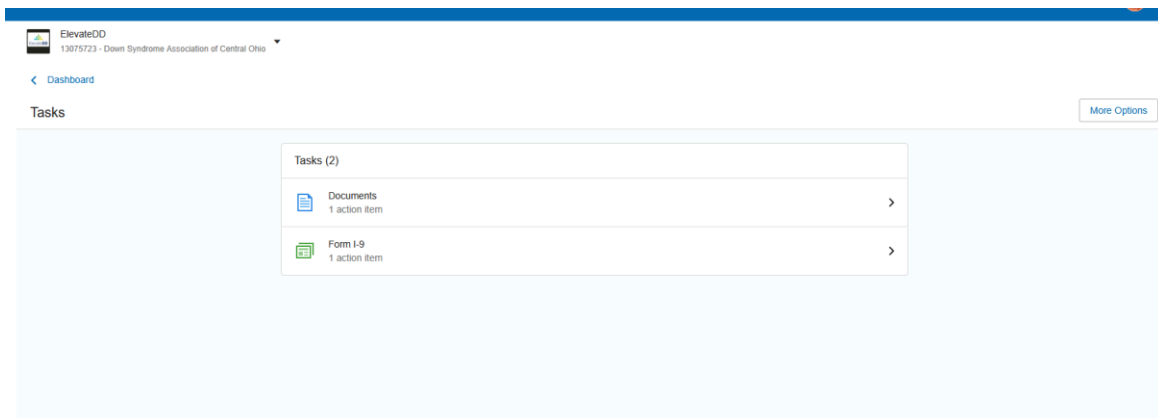
1. You should receive an email notification from Paychex to notify you that the contract is available to be signed.



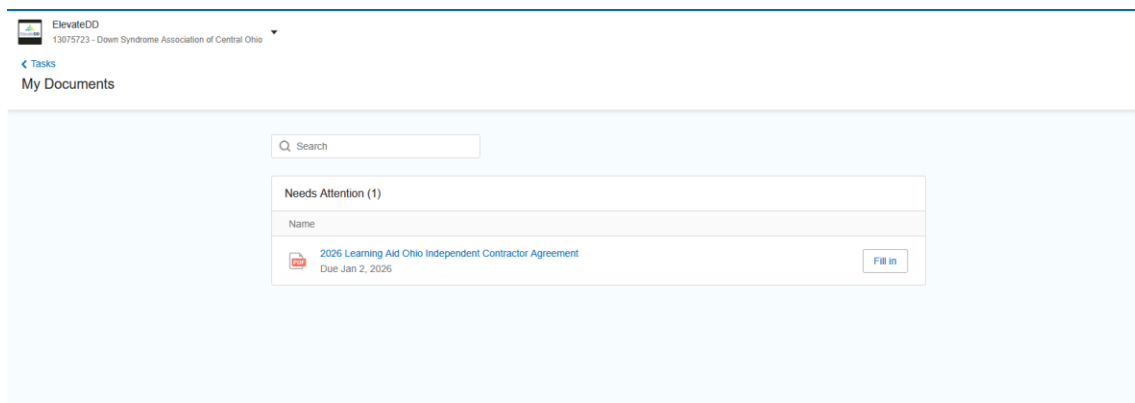
2. Once you log in to Paychex, look for your “Tasks” widget on your dashboard. If you do not see the “Tasks” widget, click “Manage Tiles” in the upper right corner of your dashboard and select “Tasks” to show on your dashboard. Click on ”View All”



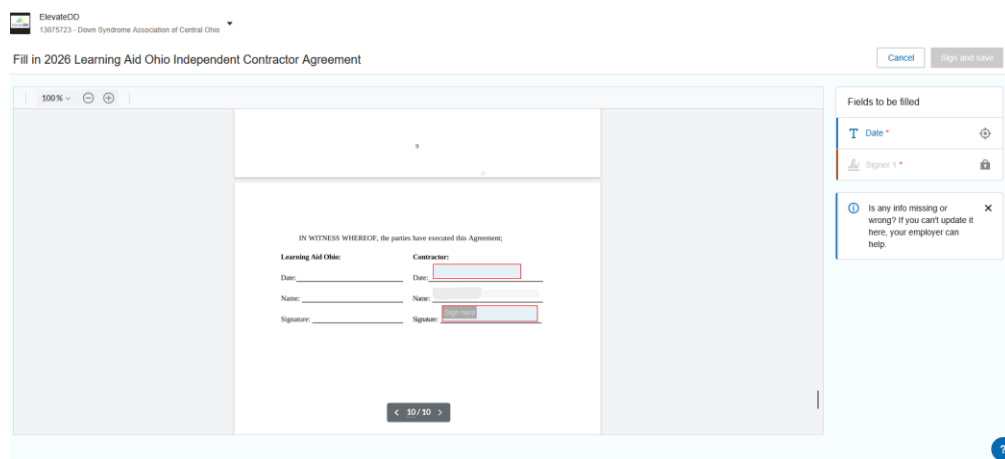
3. On the Tasks page, click on the task labeled “Documents”



4. Click “Fill In” next to the Contractor Agreement



5. After reading the contract thoroughly, go to the last page to date and sign the document



6. Sign the document, then click “Confirm and Save”

