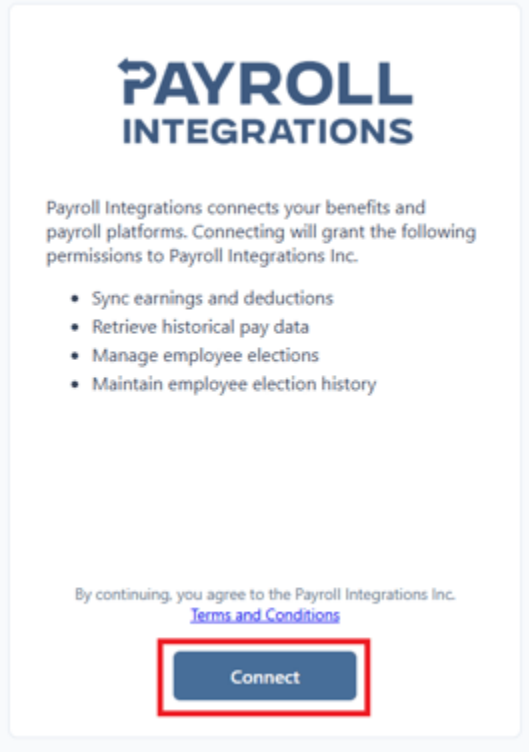


Payroll Integrations Inc – ProgramPay/PaychexFlex Integration Setup Guide

1. To start, you will receive an email from Payroll Integrations (onboarding@payrollintegrations.com) with a URL link to begin the integration process. Please click on the link to proceed.

2. Review the Terms and Conditions for Payroll Integrations. To proceed, please confirm your intention to use Payroll Integrations by clicking the "Connect" button and agreeing to these terms.

A copy of the Terms and Conditions can be found [HERE](#).

A screenshot of a web interface for Payroll Integrations Inc. The interface has a white background with a light blue border. At the top, the company logo "PAYROLL INTEGRATIONS" is displayed in a bold, dark blue, sans-serif font. Below the logo, a paragraph of text states: "Payroll Integrations connects your benefits and payroll platforms. Connecting will grant the following permissions to Payroll Integrations Inc." This is followed by a bulleted list of four permissions: "Sync earnings and deductions", "Retrieve historical pay data", "Manage employee elections", and "Maintain employee election history". At the bottom of the interface, there is a line of text: "By continuing, you agree to the Payroll Integrations Inc. Terms and Conditions", where "Terms and Conditions" is a blue hyperlink. Directly below this text is a dark blue rectangular button with the word "Connect" in white, which is highlighted by a red rectangular border.

3. Verify your connection to ProgramPay on the next screen by reviewing your ProgramPay plan ID and clicking “Confirm”.
Important note: This is your ProgramPay plan ID with Vestwell, not the ABA Retirement Plan ID. Vestwell will supply this information to Payroll Integrations. Do not change this ID.



Connecting your ProgramPay account

ProgramPay ID

12432351235

ID issued by your ProgramPay rep

Confirm

Cancel

[Terms](#) [Privacy](#) [Contact](#)

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4. Choose "Paychex" from the list of available payroll providers.

Let's connect

Select your payroll software for
TEST (ID: ABC1234577)

ADP Run



ADP Workforce Now



ADP Workforce Now
Nextgen



Paychex



QuickBooks Online



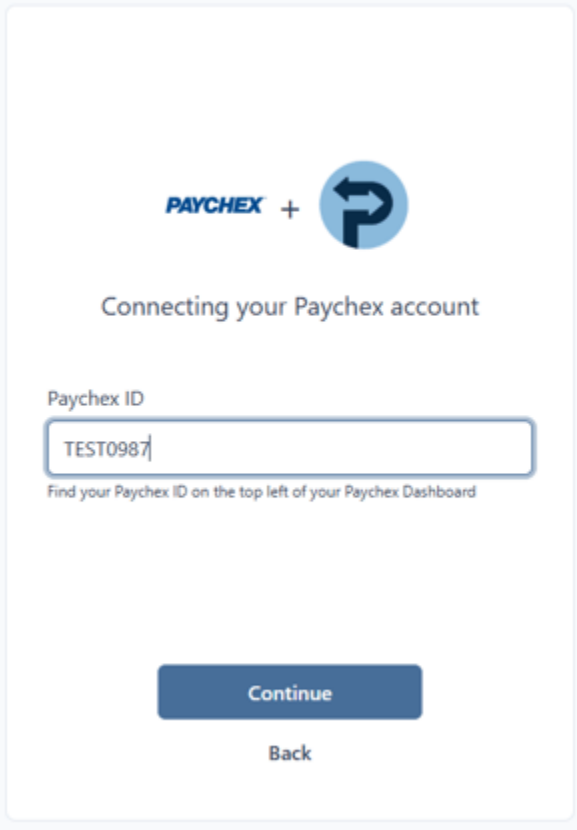
Abacus Payroll Services



Back

5. Enter your 8-digit Paychex ID without any dashes then click "Continue".

If you do not know your Paychex ID, it can be found in the upper-left hand corner of your Paychex Flex account when logged into your Paychex account.



The image shows a web interface for connecting a Paychex account. At the top, there is a logo consisting of the word "PAYCHEX" in blue, followed by a plus sign and a blue circular icon containing a white "P" with a curved arrow. Below the logo, the text "Connecting your Paychex account" is centered. Underneath, the label "Paychex ID" is positioned above a text input field. The input field contains the text "TEST0987" and has a cursor at the end. Below the input field, a small line of text reads "Find your Paychex ID on the top left of your Paychex Dashboard". At the bottom of the form, there are two buttons: a blue "Continue" button and a grey "Back" button.

PAYCHEX + 

Connecting your Paychex account

Paychex ID

TEST0987

Find your Paychex ID on the top left of your Paychex Dashboard

Continue

Back

6. Activate the integration by navigating to the "Integrated Apps" section within Paychex. The link provided in the onboarding module will guide you to the appropriate location.

Please be aware that "Super Admin" permissions are required in Paychex to access the integrated apps.

 + 

Connecting your Paychex account

You need to approve the Payroll Integrations app in the Paychex Integrated Apps portal.

[Paychex Integrated Apps](#) 

☐ I have granted access to the Payroll Integrations app in the Paychex Integrated Apps portal

Continue

7. Once you have enabled the integration in Paychex, navigate back to Payroll Integrations onboarding module and acknowledge this has been completed. Click "Continue" to proceed.

 + 

Connecting your Paychex account

You need to approve the Payroll Integrations app in the Paychex Integrated Apps portal.

[Paychex Integrated Apps](#) 

☒ I have granted access to the Payroll Integrations app in the Paychex Integrated Apps portal

Continue

8. Select your preferred billing method for your integration. You may use a credit card or bank account ACH. Once you have entered the required information, click “Submit payment information”

PAYROLL
INTEGRATIONS

0-25
Employees
\$30/mo*

26-50
Employees
\$45/mo*

51-100
Employees
\$60/mo*

101-499
Employees
\$85/mo*

500-999
Employees
\$125/mo*

1,000+
Employees
\$250/mo*

*Pricing tier applied is determined monthly after payrolls are processed based on number of employees.

Saved

VISA Visa
**** 4242

By providing your card information, you allow Payroll Integrations Inc. to charge your card for future payments in accordance with their terms.

Card

US bank account

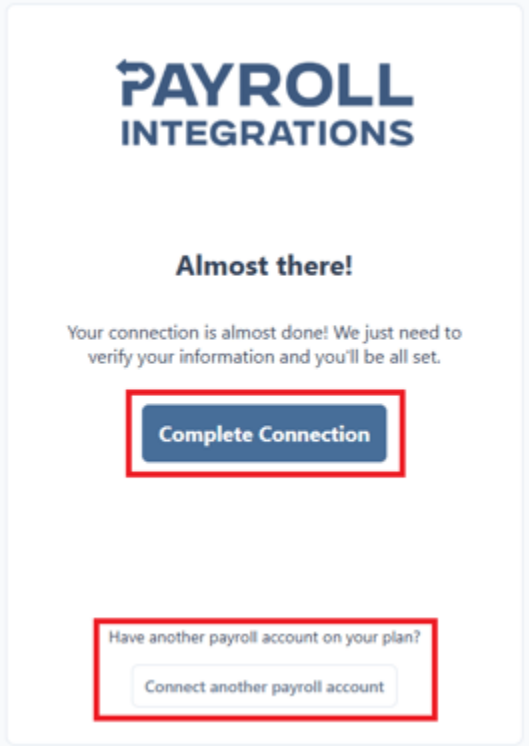
Submit payment information

Terms | Privacy | Contact

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9. If you do not have any additional payroll accounts to link to your integration, simply click on "Complete Connection."
However, if you wish to connect more payroll accounts, please select "Connect another payroll account."

Repeat steps 4-9 until you have no additional payroll accounts to connect.



**PAYROLL
INTEGRATIONS**

Almost there!

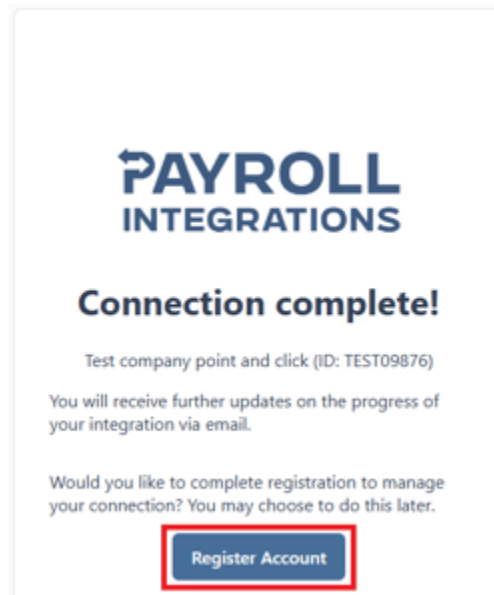
Your connection is almost done! We just need to verify your information and you'll be all set.

[Complete Connection](#)

Have another payroll account on your plan?

[Connect another payroll account](#)

10. To complete the process, please set up your Payroll Integrations Inc. account by clicking on the "Register Account" button.



11. Once you have completed the setup, Payroll Integrations will initiate a review process to verify that all steps have been successfully executed and that the connection is stable.