

# ELIGIBILITY AND ENROLLMENT

## How to Enroll via Paycom

### Steps for Self Service Option, however, you must meet with the enroller for completion

#### Log In

Go to [www.paycom.com](http://www.paycom.com) and click login as an employee

1

Paycom's Employee Digital Enrollment feature will allow you to log in to your employee portal to complete your Benefits Enrollment for July 1, 2024.

**Please make sure to have your Login Credentials available.** If you need assistance with USER ID or resetting PASSWORD, please reach out to your Human Resources Department.

2

#### Welcome

On the Home Screen, you will have the "**2024 Benefit Enrollment**" option under the "**Benefit Enrollment**" Benefits → Benefit Enrollment → 2024 Benefit Enrollment

Click this button to be taken through the enrollment process.

3

#### Start Enrollment

After clicking **Start Enrollment**, you'll need to complete some personal and dependent information before moving to your benefit elections.

4

#### Benefit Elections

Each benefit screen will be checked for enrollment or declination of coverage.

You can review the details of the plan within the "**Plan Description**" section.

If you select to **enroll in the plan**, additional options will become available so you can choose the specific coverage level for which you would like to enroll.

**Select the level of coverage for the plan**, the dependent(s), if any, you would like to select and click **Enroll** at the bottom of each screen to save your election.

If you do not want a benefit, click "**Decline Coverage**" at the bottom of the screen and select a reason from the drop-down menu.

5

#### Forms

If you have elected benefits that require a completion of an Evidence of Insurability Form, you will be prompted to add those details.

6

#### Review and Confirm Elections

Review the benefits you selected on the enrollment summary page to make sure they are correct, then click **Sign & Agree** to complete your enrollment. You can either print a summary of your elections for your records or log in at any point during the year to view your summary online.