ELIGIBILITY AND ENROLLMENT

How to Enroll via Paycom

1	**Steps for Self Service Option, however, you must meet with the enroller for completion** **Log In** Go to **www.paycom.com** and click login as an employee Paycom's Employee Digital Enrollment feature will allow you to log in to your employee portal to complete your new hire Benefits Enrollment. **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 "**Benefit Enrollment**" option under the "**Benefit Enrollment**" Benefits → Benefit Enrollment → 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.