

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 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.