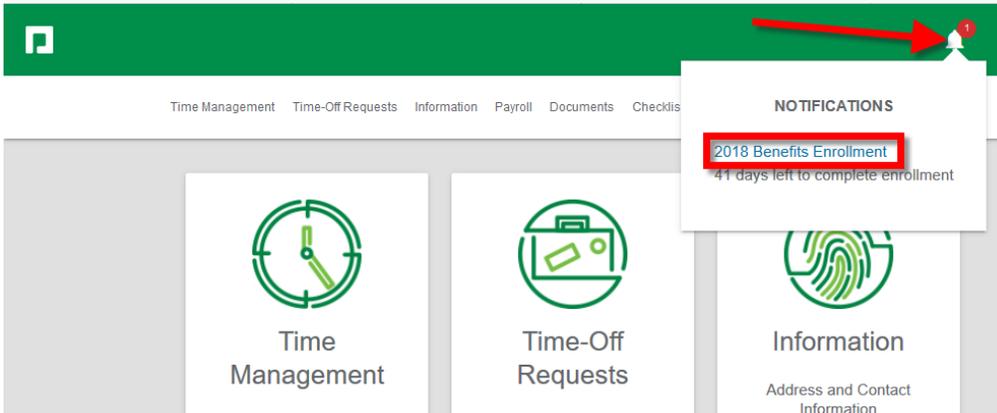


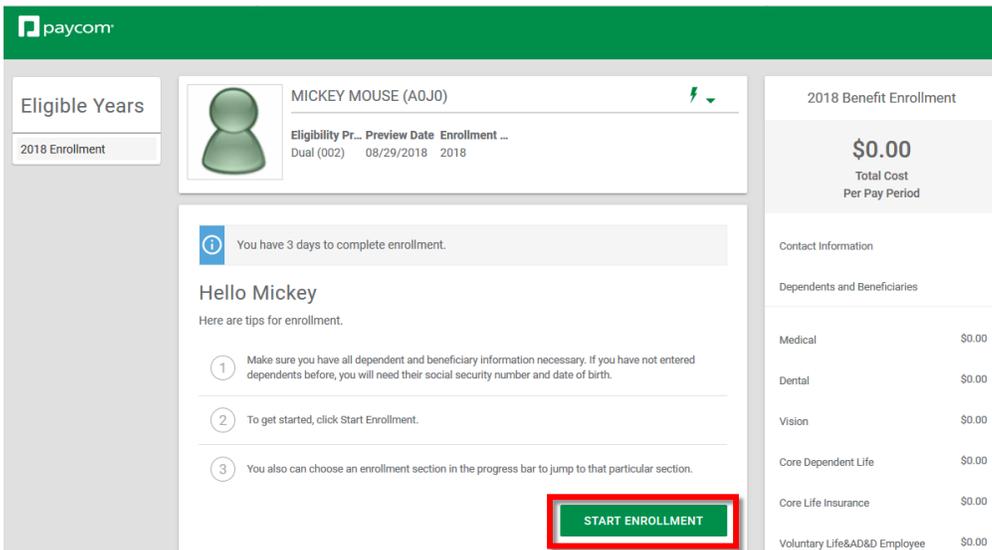
How To Enroll In Benefits

The following steps should be followed after you have successfully logged into Paycom. If you have not yet logged into Paycom and/or have problems getting into the system, please contact Maria Nguyen in Human Resources.

Step 1: Click on the “bell” icon on the right side of your home screen to get to the Notifications Center, click on the current year “20XX Benefits Enrollment.”



Step 2: Click on the large “Start Enrollment” square.



Step 3: Please verify your contact information. If you need to update your contact information then click on the “Update Contact Information” button and follow the prompts. If no changes needed, click “Next.”

The screenshot shows the 'Contact Information' form. It includes fields for 'Employee Name', 'Birth Date', 'Tobacco User' (with radio buttons for 'Yes' and 'No', where 'No' is selected), 'Primary Phone', 'Street Address', 'City', 'State', and 'Zip'. At the bottom, there are three buttons: 'PREVIOUS', 'UPDATE CONTACT INFORMATION' (highlighted with a blue box), and 'NEXT' (highlighted with a red box).

Step 4: Confirm Dependents information and update/add additional if needed. When finished, click “Save and Next.”

Pre-Enrollment Questions

Do you want to re-enroll in the same benefits you did last year? *

No
 Yes

[ADD](#)

| Name | Relationship | Documents | | | |
|--------------|--------------|-----------|--|--|--|
| MINNIE MOUSE | Spouse | 0 | | | |

[PREVIOUS](#) [SAVE AND NEXT](#)

Step 5: At the main enrollment page, you have the ability to decline multiple plans at the same time by clicking on the appropriate plan(s) then click “Next.”



MICKEY MOUSE (A0J0)

| Eligibility Pr... | Preview Date | Enrollment ... | Hire Date |
|-------------------|--------------|----------------|------------|
| Dual (002) | 08/29/2018 | 2018 | 08/29/2018 |

2018 Benefit Enrollment

\$0.00
Total Cost
Per Pay Period

- ✓ Contact Information
- ✓ Dependents and Beneficiaries

| | |
|--------------------------------|--------|
| Medical | \$0.00 |
| Dental | \$0.00 |
| Vision | \$0.00 |
| Core Dependent Life | \$0.00 |
| Core Life Insurance | \$0.00 |
| Voluntary Life&AD&D Employee | \$0.00 |
| Long Term Disability | \$0.00 |
| Med FSA-125 | \$0.00 |
| Commuter | \$0.00 |
| Dependent Care Assistance Prog | \$0.00 |
| FSA Parking | \$0.00 |

| | | | |
|------------------------------|---|----------------------|---|
| Medical | <input checked="" type="radio"/> Enroll <input type="radio"/> Decline | Dental | <input checked="" type="radio"/> Enroll <input type="radio"/> Decline |
| Vision | <input checked="" type="radio"/> Enroll <input type="radio"/> Decline | Core Dependent Life | <input type="radio"/> Enroll <input checked="" type="radio"/> Decline |
| Core Life Insurance | <input checked="" type="radio"/> Enroll <input type="radio"/> Decline | Voluntary Life Child | <input type="radio"/> Enroll <input checked="" type="radio"/> Decline |
| Voluntary Life&AD&D Employee | <input type="radio"/> Enroll <input checked="" type="radio"/> Decline | Long Term Disability | <input checked="" type="radio"/> Enroll <input type="radio"/> Decline |
| Med FSA-125 Limited Purpose | <input type="radio"/> Enroll <input checked="" type="radio"/> Decline | Med FSA-125 | <input type="radio"/> Enroll <input checked="" type="radio"/> Decline |

Step 6: A declined plan will have a red x next to it. Click on “Medical” to start your enrollment process.

| | |
|--|--|
| Medical \$0.00 | <input type="checkbox"/> Anthem PPO PLAN DOCUMENTS Choose Your Coverage <input checked="" type="radio"/> Employee Only - \$99.00 <input type="radio"/> Employee and Spouse - \$335.00 <input type="radio"/> Employee and Child(ren) - \$256.00 <input type="radio"/> Employee and Family - \$350.00 |
| Dental \$0.00 | |
| Vision \$0.00 | |
| X Core Dependent Life \$0.00 | <input type="checkbox"/> Anthem HSA PLAN DOCUMENTS Choose Your Coverage <input checked="" type="radio"/> Employee Only - \$22.00 <input type="radio"/> Employee and Spouse - \$176.00 <input type="radio"/> Employee and Child(ren) - \$125.00 <input type="radio"/> Employee and Family - \$184.00 |
| Core Life Insurance \$0.00 | |
| X Voluntary Life&AD&D Employee \$0.00 | <input type="checkbox"/> Kaiser HMO PLAN DOCUMENTS Choose Your Coverage <input checked="" type="radio"/> Employee Only - \$71.00 <input type="radio"/> Employee and Spouse - \$210.00 <input type="radio"/> Employee and Child(ren) - \$159.00 <input type="radio"/> Employee and Family - \$250.00 |

Step 7: Click on “Plan documents” to open the plan summary file to learn more about that particular plan.

| | |
|--|--------------------------------|
| <input type="checkbox"/> Anthem HMO | PLAN DOCUMENTS |
| Choose Your Coverage <input checked="" type="radio"/> Employee Only - \$47.00 <input type="radio"/> Employee and Spouse - \$212.00 <input type="radio"/> Employee and Child(ren) - \$157.00 <input type="radio"/> Employee and Family - \$228.00 | |

Step 8: To select a plan, click in the large white box next to the plan name to add a check mark and it will bring you to a page to select your desired coverage level. Then click the “Enroll” button to proceed. This will continue through the wizard.

| | |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Kaiser HSA | PLAN DOCUMENTS |
| Choose Your Coverage <input checked="" type="radio"/> Employee Only - \$18.00 <input type="radio"/> Employee and Spouse - \$133.00 <input type="radio"/> Employee and Child(ren) - \$97.00 <input type="radio"/> Employee and Family - \$105.00 | |
| <hr/> | |
| <input type="checkbox"/> Decline Coverage | |
| <hr/> | |
| PREVIOUS | ENROLL |

Step 9: If you need to get back to the main Medical page to select another plan then click on the checked mark next to plan to unselect it. Once enrolled, you will see a green check mark next to the plan.

Step 10: Once you have completed your selections, you will then review your enrollment

MICKY MOUSE (A0J0)

2018 Benefit Enrollment

\$29.00
Total Cost
Per Pay Period

View Detailed Enrollment

Current 2018 Benefits

| Anthem HSA | | Delta 2000 | |
|------------------------------|-----------------------|------------------------------|-----------------------|
| Employer Cost \$283.59 | Pre-Tax Yes | Employer Cost \$24.91 | Pre-Tax Yes |
| Effective Date 08/01/2018 | Status In Progress | Effective Date 08/01/2018 | Status In Progress |
| Coverage Employee Only | | Coverage Employee Only | |
| | \$22.00 | | \$6.00 |

| VSP Vision | | Core Life Insurance | |
|------------------------------|-----------------------|------------------------------|-----------------------|
| Employer Cost \$2.63 | Pre-Tax Yes | Employer Cost \$2.54 | Pre-Tax No |
| Effective Date 08/01/2018 | Status In Progress | Effective Date 08/01/2018 | Status In Progress |
| Coverage Employee Only | | Coverage \$50000.00 | |
| | \$1.00 | | \$0.00 |

| Long Term Disability | |
|---------------------------------|-----------------------|
| Employer Cost \$0 | Pre-Tax No |
| Effective Date 08/01/2018 | Status In Progress |
| Coverage \$0 Monthly Benefit | |
| | \$0.00 |

- ✓ Contact Information
- ✓ Dependents and Beneficiaries
- ✓ Medical \$22.00
- ✓ Dental \$6.00
- ✓ Vision \$1.00
- ✗ Core Dependent Life \$0.00
- ✓ Core Life Insurance \$0.00
- ✗ Voluntary Life&AD&D Employee \$0.00
- ✓ Long Term Disability \$0.00
- ✗ Med FSA-125 Limited Purpose \$0.00
- ✗ Med FSA-125 \$0.00
- ✗ Commuter \$0.00
- ✗ Dependent Care Assistance Prog \$0.00
- ✗ FSA Parking \$0.00
- ✗ HSA Employee Catch Up \$0.00
- ✗ HSA Employee - Individual \$0.00
- ✗ Retirement \$0.00

REVIEW
FINALIZE

Step 11: If you need to make additional changes you will use the sidebar menu to select the appropriate plan and edit.

- ✓ Medical \$22.00
- ✓ Dental \$6.00
- ✓ Vision \$1.00
- ✗ Core Dependent Life \$0.00

Step 12: When you are finished you will click on the “Finalized” button.

REVIEW

FINALIZE

Step 13: Click “Sign and Submit.”

Enrollment Submission

CANCEL **SIGN AND SUBMIT**