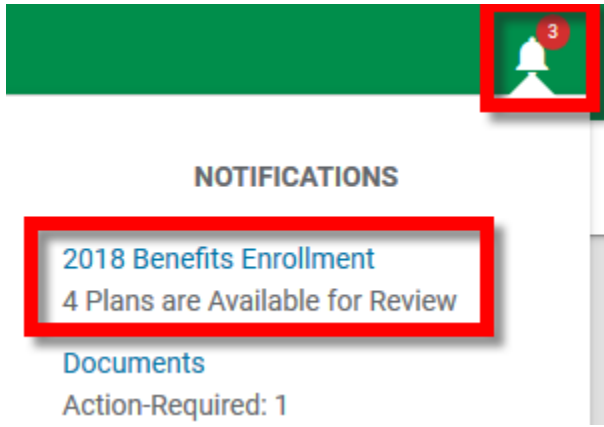


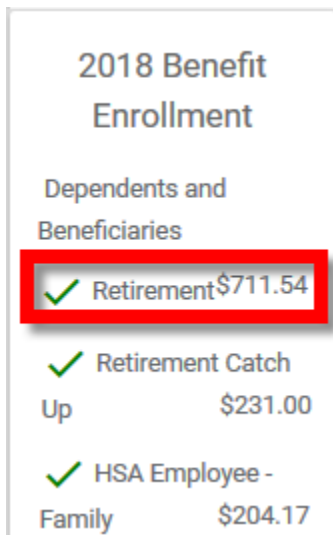
## CHANGE 403B AMOUNT

*The following steps should be followed after you have successfully logged into Paycom.*

**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 “Retirement”



**Step 3:** The plan that you are currently enrolled in will automatically be checked. Enter a new amount.



**Step 4:** Scroll down and click “Enroll.”



**Step 5:** Click on “Finalize.”

### Current 2018 Benefits

#### 403B Tiaa Cref Catch Up

Pre-Tax  
Yes

Effective Date      Status  
01/01/2018      Approved

\$231.00

#### HSA Employee - Family

Employer Cost      Pre-Tax  
\$0.00      Yes

Effective Date      Status  
01/01/2018      Approved

Coverage  
\$4900.00

Annual Benefit      \$204.17

✓ Retirement Catch Up      \$231.00

✗ HSA Employee Catch Up      \$0.00

✓ HSA Employee - Family      \$204.17

✓ Retirement      \$711.55

REVIEW

**FINALIZE**

**Step 6:** Verify that the amount is correct and scroll to the bottom and click on the “Sign and Submit.”

## Enrollment Submission



Please review your enrollment. When complete, press sign and submit.  
This will complete enrollment.

CANCEL

**SIGN AND SUBMIT**

**Step 7:** Your requested benefit change will appear under “Current Benefits” from the Benefits tile.



## Benefits

2018 Benefit Enrollment

Qualifying Events

Dependents and Beneficiaries

**Current Benefits**

Historical Benefits

Benefit Forms and Links

### Current 2018 Benefits

#### 403B Tiaa Cref

Pre-Tax  
Yes

Effective Date      Status  
05/04/2018      Requested

\$711.55