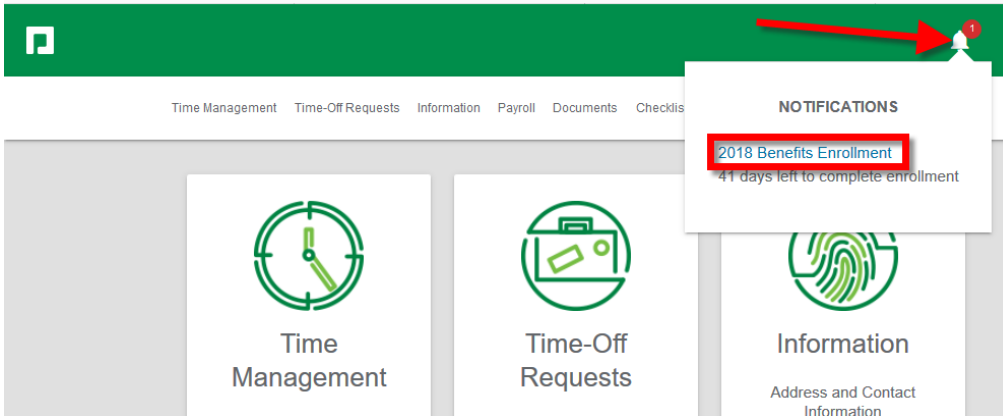


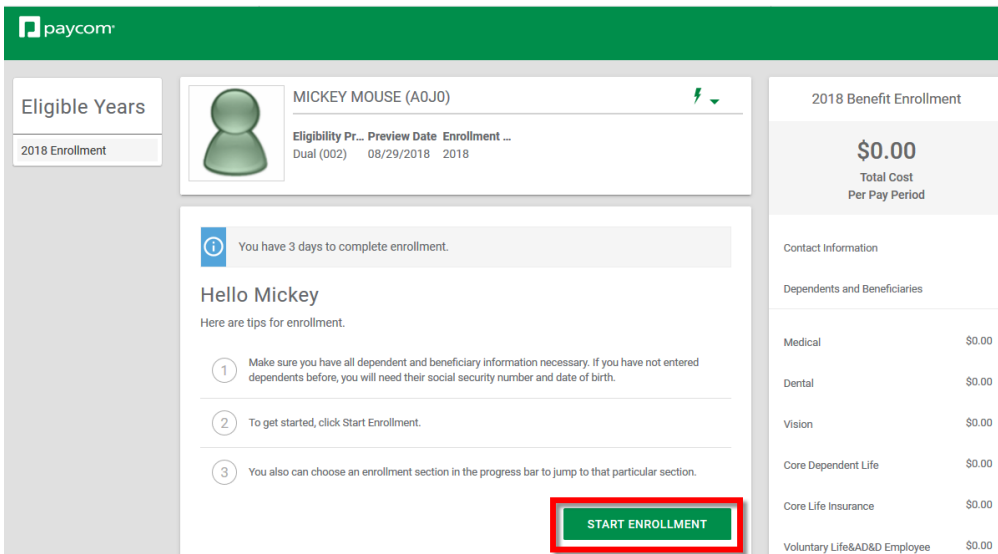
How To Enroll In Benefits

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.”

Contact Information

Employee Name: _____ Birth Date: _____

Tobacco User
☐ Yes
☒ No

Primary Phone: _____ Street Address: _____

City: _____ State: _____ Zip: _____

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
Dental	\$0.00
Vision	\$0.00
X Core Dependent Life	\$0.00
Core Life Insurance	\$0.00
X Voluntary Life&AD&D Employee	\$0.00

☐ Anthem PPO [PLAN DOCUMENTS](#)
Choose Your Coverage
☒ Employee Only - \$99.00
☐ Employee and Spouse - \$335.00
☐ Employee and Child(ren) - \$256.00
☐ Employee and Family - \$350.00

☐ Anthem HSA [PLAN DOCUMENTS](#)
Choose Your Coverage
☒ Employee Only - \$22.00
☐ Employee and Spouse - \$176.00
☐ Employee and Child(ren) - \$125.00
☐ Employee and Family - \$184.00

☐ Kaiser HMO [PLAN DOCUMENTS](#)
Choose Your Coverage
☒ Employee Only - \$71.00
☐ Employee and Spouse - \$210.00
☐ Employee and Child(ren) - \$159.00
☐ Employee and Family - \$250.00

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

☐ Anthem HMO [PLAN DOCUMENTS](#)

Choose Your Coverage
☒ Employee Only - \$47.00
☐ Employee and Spouse - \$212.00
☐ Employee and Child(ren) - \$157.00
☐ 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.

☒ Kaiser HSA [PLAN DOCUMENTS](#)


Choose Your Coverage
☒ Employee Only - \$18.00
☐ Employee and Spouse - \$133.00
☐ Employee and Child(ren) - \$97.00
☐ Employee and Family - \$105.00

☐ Decline Coverage

[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)**

Eligibility Pr... Preview Date Enrollment ... Hire Date

Dual (002) 08/29/2018 2018 08/29/2018

2018 Benefit Enrollment

Total Cost

\$29.00

Per Pay Period

View Detailed Enrollment

Current 2018 Benefits

Anthem HSA

Employer Cost \$283.59 Pre-Tax Yes

Effective Date 08/01/2018 Status In Progress

Coverage Employee Only

\$22.00

Delta 2000

Employer Cost \$24.91 Pre-Tax Yes

Effective Date 08/01/2018 Status In Progress

Coverage Employee Only

\$6.00

VSP Vision

Employer Cost \$2.63 Pre-Tax Yes

Effective Date 08/01/2018 Status In Progress

Coverage Employee Only

\$1.00

Core Life Insurance

Employer Cost \$2.54 Pre-Tax No

Effective Date 08/01/2018 Status In Progress

Coverage \$50000.00

\$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

Medical \$22.00

Dental \$6.00

Vision \$1.00

Core Dependent Life \$0.00

Core Life Insurance \$0.00

Voluntary Life \$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