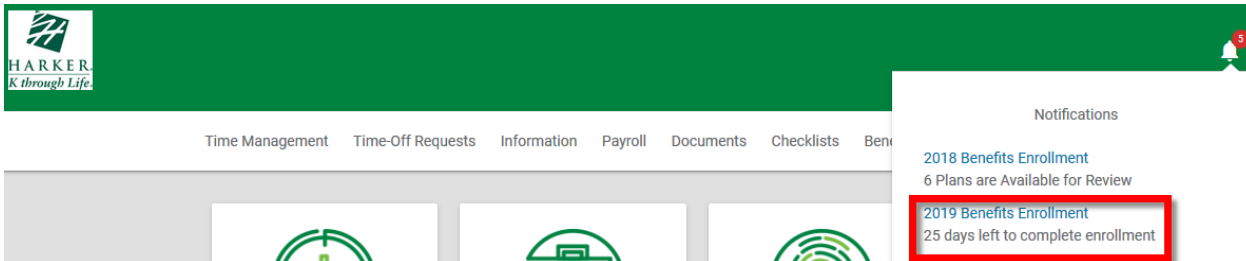


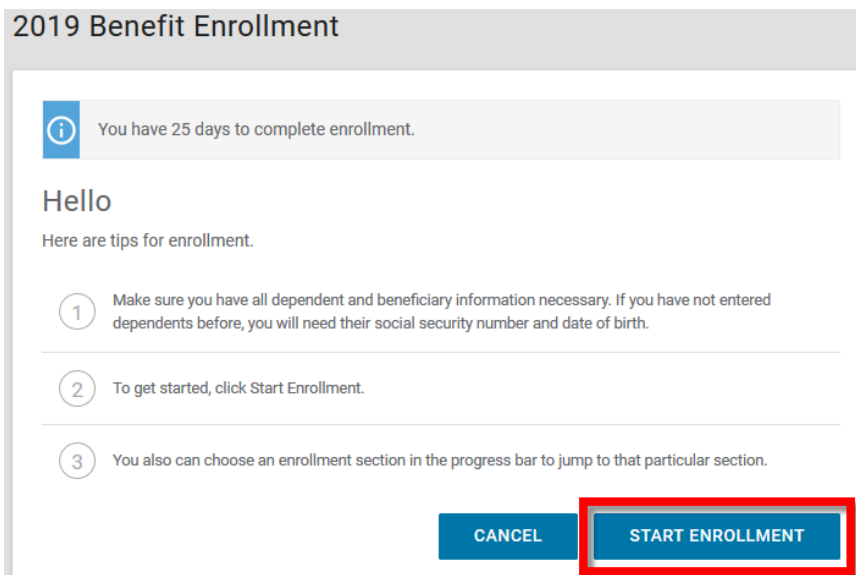
## How To Enroll In Open Enrollment

*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.”

A screenshot of the "Contact Information" form. The form has a grey header with the text "Contact Information". Below the header, there are several input fields: "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 of the form, there are three buttons: "PREVIOUS", "UPDATE CONTACT INFORMATION", and "NEXT". The "UPDATE CONTACT INFORMATION" button is highlighted with a blue rectangular box, and the "NEXT" button is highlighted with a red rectangular box.

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

### Dependents and Beneficiaries

#### Pre-Enrollment Questions

Do you have a spouse who works for this company? \*

☒ No  
☐ Yes

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

☒ No  
☐ Yes

ADD

Name	Relationship	Documents			
BETTY BEAR	Son or Daughter	0			

PREVIOUS

SAVE AND NEXT

**Step 5: As you move through each section of the enrollment process, please either verify your current plan elections, decline or enroll in a benefit from each category. Once enrolled, you will see a green check mark next to the plan. A declined plan will have a red x next to it.**

Medical

☒ Enroll  
☐ Decline

Dental

☒ Enroll  
☐ Decline

Vision

Currently Enrolled

Core Dependent Life

Currently Enrolled

Core Life Insurance

Currently Enrolled

Voluntary Life Child

☒ Enroll  
☐ Decline

2019 Benefit Enrollment

\$1481.71  
Total Cost Per Pay Period

Contact Information

Dependents and Beneficiaries

Medical \$307.00

- Plan Information dropdown opens the plan summary file to learn more about that particular plan

☒ Anthem HSA

PLAN DOCUMENTS

Choose Your Coverage

☐ Employee Only - \$23.00  
☐ Employee and Spouse - \$185.00  
☐ Employee and Child(ren) - \$132.00  
☒ Employee and Family - \$307.00

Dependents

ADD DEPENDENT

- To change plans, 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. Once you have selected your coverage level, click “Enroll.” Then click the “Next Step” button to proceed. This will continue through the wizard or again, you can use the sidebar menu to skip through benefits.

☒ Anthem HMO [PLAN DOCUMENTS](#)

Choose Your Coverage

- ☒ Employee Only - \$49.00
- ☐ Employee and Spouse - \$223.00
- ☐ Employee and Child(ren) - \$160.00
- ☐ Employee and Family - \$352.00

Physician

[ADD PHYSICIAN](#)

Select	Name	Provider	Provider ID Type	Provider ID
No Records Found				

**Step 6:** Once you have completed your selections, you will then review your enrollment.

✓ Vision	\$5.00
✓ Core Dependent Life	\$0.00
✓ Core Life Insurance	\$0.00
Voluntary Life&AD&D Employee	\$0.00
✓ Long Term Disability	\$0.00

[REVIEW](#)

[FINALIZE](#)

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

## Review and Finalize

[View Detailed Enrollment](#)



If you are satisfied with your enrollment, click Finalize then Sign and Submit to complete enrollment.

### Employee Information

Employee Name

Birthdate

Primary Phone

2019 Benefit Enrollment

**\$1481.71**

Total Cost  
Per Pay Period

✓ Contact Information

✓ Dependents and Beneficiaries

✓ Medical \$307.00

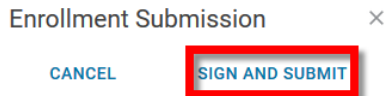
✓ Dental \$23.00

✓ Vision \$5.00

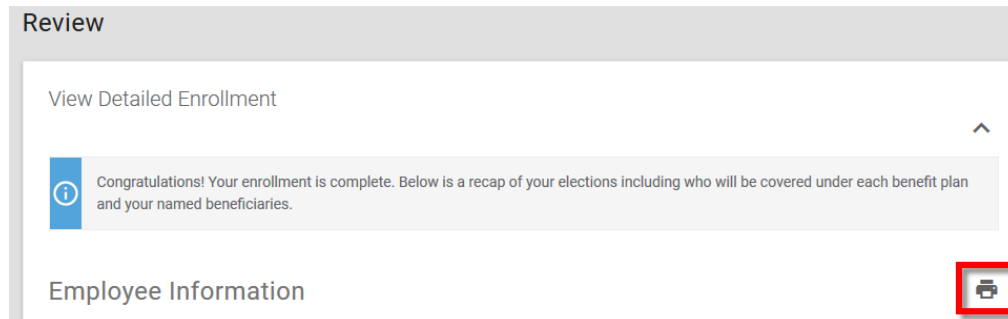
**Step 7: When you are finished you will click on the “Finalize” button.**



**Step 8: Click on “Sign and Submit” button.**

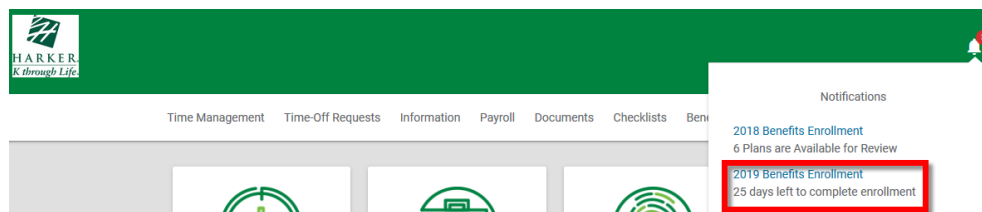


**Step 9: You will then be brought to the View Detailed Enrollment page. Click on the “print icon” to receive a printout of your 2019 enrollment selections.**

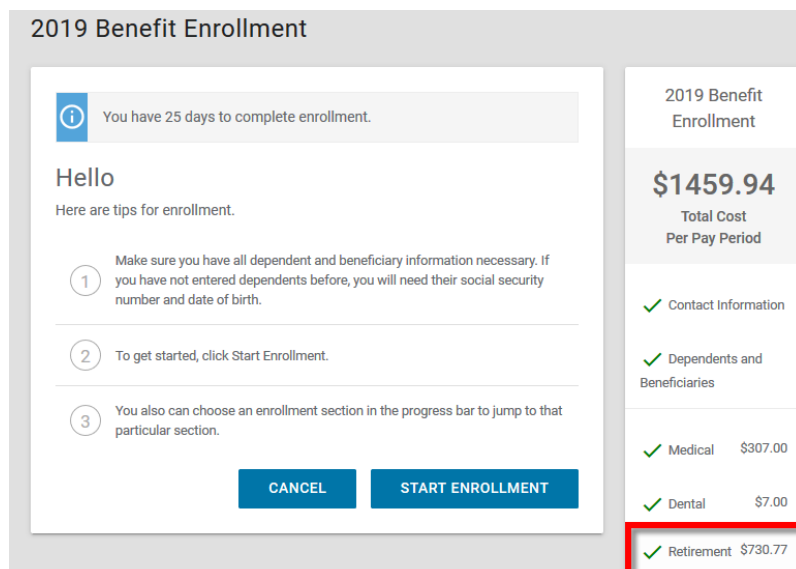


**How To Make Changes Once You Have Approved** - If you decide you need to make changes, you still have the option to do so until December 3, 2019 at 10 pm.

**Step 1: Click on the “bell” icon on the right side of your home screen to get to the Notifications Center, click on the “2019 Benefits Enrollment.”**



**Step 2: Click on the plan that you would like to change and edit the information.**



**Step 3: Click on the plan that you would like to change and edit the information. Once you changed the information then click “Enroll.”**

☒ 403B Tiaa Cref

Employee Per-Pay-Period-Amount

731

Percentage of Check

22.56%

☐ Decline Coverage

PREVIOUS

ENROLL

**Step 4: Click “Finalize**

## Review and Finalize

View Detailed Enrollment



If you are satisfied with your enrollment , click Finalize then Sign and Submit to complete enrollment.

REVIEW

FINALIZE

**Step 5: Click on “Sign and Submit” button.**

Enrollment Submission



CANCEL

SIGN AND SUBMIT

**Step 6: You will then be brought to the View Detailed Enrollment page. Click on the “print icon” to receive a printout of your updated 2019 enrollment selections.**

## Review

View Detailed Enrollment



Congratulations! Your enrollment is complete. Below is a recap of your elections including who will be covered under each benefit plan and your named beneficiaries.

Employee Information

