

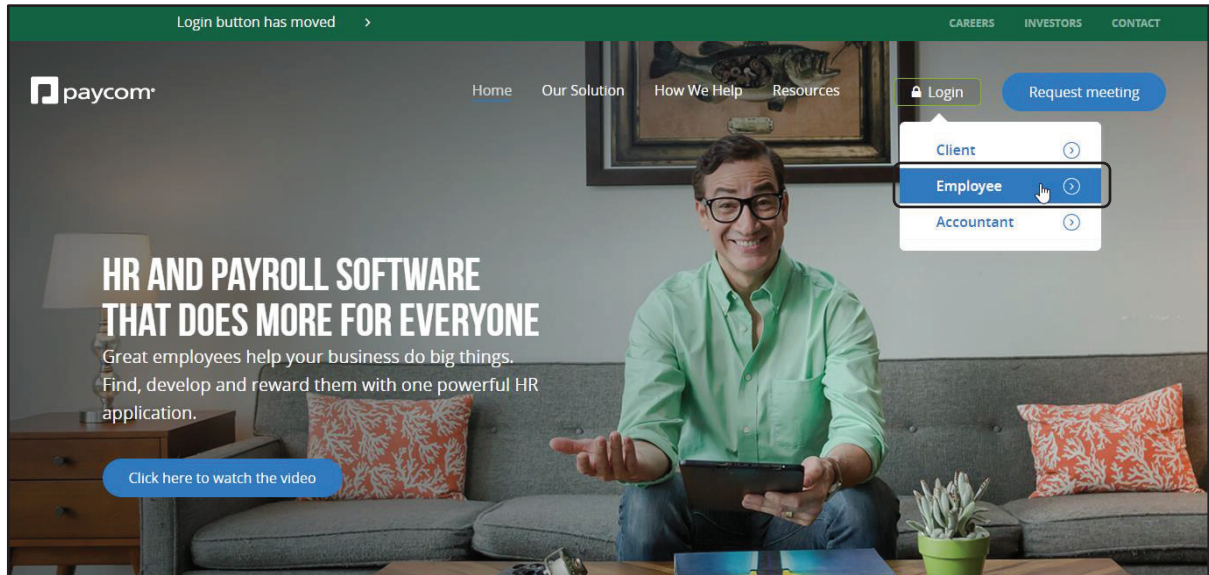


My Benefits: Standard Enrollment

HELP MENU MANUAL

Standard Enrollment

Enrolling in Benefits is simple through Paycom's Employee Self-Service feature. To access the Employee Self-Service website, go to www.Paycom.com. Then, select "Employee."



Enter your Username, password and the last four digits of your Social Security number. Then, click "Log In."


Employee Self-Service

Username

Password

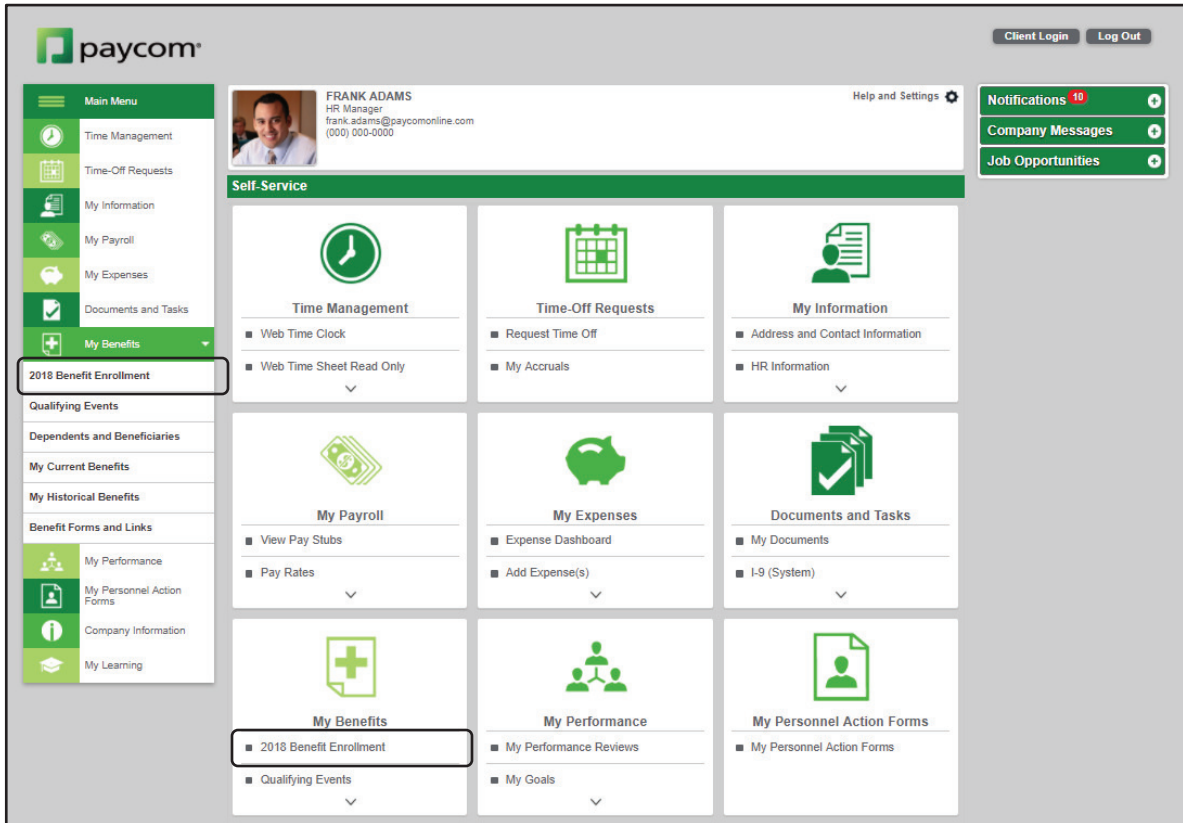
Last 4 digits of SSN

[Forgot Password](#)



Enrolling in Benefits

After logging into Employee Self-Service, if you are eligible to enroll, you will have an option under the "My Benefits" tile in the center of the screen or on the left side of the page for "2018 Benefit Enrollment." Click "2018 Benefit Enrollment."



The first screen you see provides an explanation of the enrollment process. The progress bar on the right side of the screen will list the benefits in which you are eligible to enroll. Select "Start Enrollment" to begin the enrollment process.

The screenshot displays the Paycom HR portal interface. On the left is a navigation menu with categories like 'Main Menu', 'My Benefits', and 'My Performance'. The main content area shows the user's profile for Frank Adams, an HR Manager, and a prominent warning: 'You have 54 days to complete enrollment.' Below this, there are three numbered tips for enrollment. A large green button labeled 'START ENROLLMENT' with a right-pointing arrow is visible. On the right side, a 'Benefit Enrollment' summary box shows a total cost of '\$0.00' and lists categories like 'Medical' and 'Dental' with their respective costs.

If your employer allows you to edit your information within Employee Self-Service, the first screen in the enrollment process will give you the opportunity to update any phone or address information. Update your personal information first, if necessary, and then click "Next."

The screenshot displays the Paycom Employee Self-Service interface. On the left is a navigation menu with options like Time Management, My Information, My Payroll, My Expenses, Documents and Tasks, My Benefits, 2019 Benefit Enrollment, Qualifying Events, Dependents and Beneficiaries, My Current Benefits, My Historical Benefits, Benefit Forms and Links, My Performance, My Personnel Action Forms, Company Information, and My Learning. The main content area shows the user profile for Frank Adams, HR Manager, with contact information fields. The 'Contact Information' form includes fields for Employee Name (FRANK ADAMS), Birthdate (12/31/1999), Tobacco User (radio buttons for No and Yes), Primary Phone (000 - 000 - 0000), Street Address (123 S. MAIN ST.), and City, State, Zip (OKLAHOMA CITY, Oklahoma, 74018). A 'Next' button is highlighted with a red box. On the right, a 'Benefit Enrollment' summary shows a total cost of \$24.24, with Medical at \$24.24 and Dental at \$0.00. A 'Review' button and a 'Finalize' button are also visible.

To add dependents, select “Add Dependent” and enter the applicable information. You can also edit the dependent information by selecting the pencil icon in the “Edit” column or delete the dependent altogether by selecting the trash can icon in the “Delete” column.

Once finished, click “Next.”

Please note: If your employer gave you the option, and you’ve previously enrolled in benefits, you can speed up the enrollment process by electing the same plan as last year. To do so, simply select “Yes” to the Pre-Enrollment Question.

The screenshot displays the Paycom HR portal interface for a user named Frank Adams. The main content area is titled "Family Member (Dependent) Setup". It features a "Pre-Enrollment Questions" section with a question: "Do you want to re-enroll in the same benefits you did last year?" with radio buttons for "Yes" and "No". Below this is an information box stating: "Please verify your family members on file. To add a family member, simply click the 'Add Dependent' button. You may also add them later once you have learned more about a particular benefit plan and enrolled." There are two tables: "Dependents" and "Beneficiaries". The "Dependents" table lists LIAM ADAMS (Male, Son or Daughter, 12/03/2002) and JILLIAN ADAMS (Female, Son or Daughter, 08/07/1998). The "Beneficiaries" table lists LIAM ADAMS and JILLIAN ADAMS, both as Son or Daughter. An "Add Dependent" button is highlighted with a red box. At the bottom, "Previous" and "Next" buttons are visible, with "Next" highlighted. On the right side, a "Benefit Enrollment" summary shows a total cost of \$24.24, with Medical at \$24.24 and Dental at \$0.00. A "Review" button is also present.

First Name	Last Name	Social Security Number	Gender	Relationship	Birth Date	Documents	Edit	Delete
LIAM	ADAMS	7878	Male	Son or Daughter	12/03/2002	0		
JILLIAN	ADAMS	8989	Female	Son or Daughter	08/07/1998	0		

First Name	Last Name	Social Security Number	Relationship	Edit	Delete
LIAM	ADAMS	7878	Son or Daughter		
JILLIAN	ADAMS	8989	Son or Daughter		

Next, you will be guided through the enrollment process for each of your available benefit plans. In this first example, Frank is enrolling in a Medical plan.

Each benefit screen will have two check boxes: one to enroll and one to decline. If there are forms or links attached to this plan, they will be located in a "Plan Documents" link.

paycom Client Login Log Out

FRANK ADAMS
HR Manager
frank.adams@paycomonline.com
(000) 000-0000
Return to Main Menu

Help and Settings

2018 Benefit Enrollment: Medical

Compare All

Medical Blue Cross Blue Shield Compare [Plan Documents](#)

Choose dependents to determine cost

Per Pay Period Cost **\$24.24**

Select	First Name	Last Name	Display Code	Social Security Number	Gender	Relationship	Birth Date	Dependent Age on Coverage Start Date	Documents	Dependent Cost
<input checked="" type="checkbox"/>	LIAM	ADAMS	L0990001	7878	Male	Son or Daughter	12/03/2002	15	0	\$24.24
<input checked="" type="checkbox"/>	JILLIAN	ADAMS	L0990002	8889	Female	Son or Daughter	08/07/1996	21	0	\$0.00

[Add Dependent](#)

Decline Coverage

[Previous](#) [Enroll](#)

Benefit Enrollment
\$24.24
Total Cost

- Contact Information
- Dependents and Beneficiaries
- Medical **\$24.24**
- Dental **\$0.00**

[Review](#) [Finalize](#)

If you need to leave the page and continue the enrollment process later, you have that option. Once logged back in, simply select "Continue Enrollment." If you've already made elections, the total will display in the Benefit Enrollment bar.

DYLAN ADAMS
Vice President of Operations
dylan.adams@paycomonline.com
(918) 625-3145

Help and Settings ⚙

2016 Benefit Enrollment

\$0.00
Total Cost

✓ Contact Information
✓ Dependents and Beneficiaries

Employee Life	\$0.00
Spouse Life	\$0.00
Retirement	\$0.00
Medical	\$0.00
Short-Term Disability	\$0.00

Review Enrollment

2016 Benefit Enrollment

⚠ You have 21 days to complete enrollment.

Hello Dylan
Here are some tips for enrollment.

- 1 Make sure you have all dependent and beneficiary information necessary. If you have not entered dependents before, you will need their social security number and date of birth.
- 2 To get started, click Continue Enrollment.
- 3 You also can choose an enrollment section in the progress bar to jump to that particular section.

CONTINUE ENROLLMENT ➔

Check the box to enroll or decline coverage for this plan.

Some of the plans you choose to enroll in, such as life insurance or 401(k), may require beneficiaries. Enroll in the plan just as you would any other plan. Then, enter the percentage or dollar amount you would like to contribute in the Per Period Deduction Amount field. The "Percentage of Check" and "Employer Match" (if applicable) amounts will automatically pre-populate based on the number you enter.

Dependents who have already been added will appear as an option to include as beneficiaries. To add more beneficiaries, click the option for "Add Beneficiary."

The screenshot shows the Paycom 2018 Benefit Enrollment: Retirement page. The user profile for Frank Adams is visible at the top. The 401K Retirement plan is selected for enrollment. The Per Pay Period Deduction Amount is \$3.00, the Percentage of Check is 0.19%, and the Employer Match is \$0.00. A table of beneficiaries is shown below, with Liam Adams and Jillian Adams listed. The total cost of the enrollment is \$127.24.

Beneficiary/Dependent	Display Code	Relationship	Primary	Percentage	Secondary	Percentage
LIAM ADAMS		Son or Daughter	<input checked="" type="checkbox"/>	100.00 %	<input type="checkbox"/>	0.00 %
JILLIAN ADAMS		Son or Daughter	<input type="checkbox"/>	0.00 %	<input type="checkbox"/>	0.00 %

Then you're able to enter their information from a pop-up.

The image shows a web-based form titled "Add Beneficiary" in a pop-up window. The form contains the following fields and values:

- Relationship:** Spouse (dropdown menu)
- * First Name:** (empty text input)
- Middle Name:** (empty text input)
- * Last Name:** ADAMS (text input)
- SSN:** (three empty text inputs separated by dashes)
- Same Address as Employee:**
- * Street:** 123 S. MAIN ST. (text input)
- * City:** OKLAHOMA CITY (text input)
- * State:** Oklahoma (dropdown menu)
- * Zip Code:** 74018 (text input)
- Phone Number:** (three empty text inputs separated by dashes)
- Email Address:** (empty text input)

At the bottom of the form is a green "Add" button. Below the form are two buttons: "Previous" and "No Change".

For beneficiaries, once they've been added, select whether you would like them to be listed as a Primary or Secondary beneficiary by checking the box in the appropriate column. A "Secondary" beneficiary is the person who will receive the benefits if the "Primary" beneficiary has died at the time the benefit is to be paid. Beneficiaries can either be Primary or Secondary, but not both. As you check the boxes, the percentage column will automatically recalculate to evenly distribute across the beneficiaries selected. You can change the percentage amounts, but be sure the total amount equals 100 percent.

Once finished, select "Enroll." Based on the requirements of the plan, you will need to add the appropriate number of beneficiaries and the amounts will need to equal 100 percent before you can continue. Columns will show in red if there are outstanding items to complete.

Beneficiaries						
Beneficiary/Dependent	Display Code	Relationship	Primary	Percentage	Secondary	Percentage
LIAM ADAMS		Son or Daughter	<input checked="" type="checkbox"/>	100.00 %	<input type="checkbox"/>	0.00 %
JILLIAN ADAMS		Son or Daughter	<input type="checkbox"/>	0.00 %	<input type="checkbox"/>	0.00 %

Decline Coverage

Continue through the enrollment process by choosing whether you would like to enroll or decline coverage in each of the available plans.

As you progress through the enrollment process, you can keep track of which benefits you have elected or declined from the Progress Bar on the right side of the screen. Green check marks mean you have enrolled, and the cost will be in the column to the right of the plan name. A red "X" means you selected to decline the plan. You can make edits to a plan by clicking the plan name.

The image shows a 'Benefit Enrollment' progress bar. At the top, it displays the title 'Benefit Enrollment' and a total cost of '\$124.24'. Below this, there are several sections with green checkmarks indicating enrollment: 'Contact Information', 'Dependents and Beneficiaries', 'Medical' (with a cost of \$24.24), and 'Dental' (with a cost of \$100.00). The 'Retirement' section is shown with a cost of \$0.00 but does not have a checkmark. At the bottom of the progress bar are two buttons: 'Review' and 'Finalize'.

Benefit Enrollment	
\$124.24	
Total Cost	
✓ Contact Information	
✓ Dependents and Beneficiaries	
✓ Medical	\$24.24
✓ Dental	\$100.00
Retirement	\$0.00

Once you have made a selection for each plan, you will be brought to the "Benefit Plan Selection Review" screen. This will give you a snapshot of the plans for which you have elected to enroll. Select any links from the Progress Bar to make changes. Once you are satisfied with your selections, click "Finalize."

The screenshot displays the Paycom 'Benefit Plan Selection Review' interface. At the top left is the Paycom logo. A user profile for Frank Adams (HR Manager) is shown at the top right. The main content area is titled 'Benefit Plan Selection Review' and includes a 'View Detailed Enrollment' link. Below this, 'Employee Selected Benefits' are listed in a table:

Benefit Plan	Employer Cost	Pre-Tax	Effective Date	Status	Coverage	Total Cost
Medical Blue Cross Blue Shield	\$64.82	Yes	01/01/2018	In Progress	Employee & Children EE * 2	\$24.24
Dental Plan	\$176.02	Yes	01/01/2018	In Progress	Employee and Children	\$100.00
401K Retirement	\$0.00	Yes	01/01/2018	In Progress		\$3.00

On the right side, a 'Benefit Enrollment' summary shows a total cost of \$127.24. Below this, a checklist of selected benefits is shown: Contact Information, Dependents and Beneficiaries, Medical (\$24.24), Dental (\$100.00), and Retirement (\$3.00). At the bottom of this summary are 'Review' and 'Finalize' buttons, with 'Finalize' highlighted by a red box.

A pop-up window will ask you to confirm if you want to complete enrollment. *Note: All plans not enrolled in will be declined.* Click "Sign and Submit" to continue.

The screenshot displays the Paycom HR portal interface. A central pop-up window titled "Enrollment Submission" is active, containing the text: "Please review your enrollment. When complete, press sign and submit. This will complete enrollment." Below the text are two buttons: "Cancel" and "Sign and Submit". The "Sign and Submit" button is highlighted with a red box. The background shows the "Benefit Plan Selection Review" page for employee FRANK, HR Manager. The page includes a sidebar menu, a "Benefit Enrollment" summary showing a total cost of \$127.24, and a table of selected benefits.

Employee Selected Benefits	
Medical Blue Cross Blue Shield	Employer Cost: \$64.82 Pre-Tax: Yes Effective Date: 01/01/2018 Status: In Progress Coverage: Employee & Children/ EE + 2 Total Cost: \$24.24
Dental Plan	Employer Cost: \$176.82 Pre-Tax: Yes Effective Date: 01/01/2018 Status: In Progress Coverage: Employee and Children Total Cost: \$100.00

When you click "Sign and Submit" you will be brought to the Benefit Confirmation screen. From here, you can print your selections in case you want to review them at a later date.

paycom Client Login Log Out

FRANK ADAMS
HR Manager
frank.adams@paycomonline.com
(000) 000-0000
[Return to Main Menu](#)

Help and Settings

Benefit Plan Selection 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. To exit, click 'Return Home'

Benefit Confirmation / Deduction Authorization - ADAMS, FRANK

Employee Information

Name	Date of Birth	Primary Phone	Secondary Phone	Address
ADAMS, FRANK	11/30/-0001	(000) 000 - 0000	(000) 000 - 0000	123 S. MAIN ST. OKLAHOMA CITY, OK 74018

Employee ID	Hire Date	Gender	E-mail Address
L099	07/08/2015	M	frank.adams@paycomonline.com

Company Name	Location(s)	Department Code	Reason(s) for Completing Form
ABC OF OKC	OK,CO	600	Open Enrollment

Job Class	Title
Full Time	HR Manager

Benefit Enrollment

\$127.24
Total Cost

- ✔ Contact Information
- ✔ Dependents and Beneficiaries
- ✔ Medical \$24.24
- ✔ Dental \$100.00
- ✔ Retirement \$3.00

[Review](#)

Congratulations! Your enrollment is now complete.