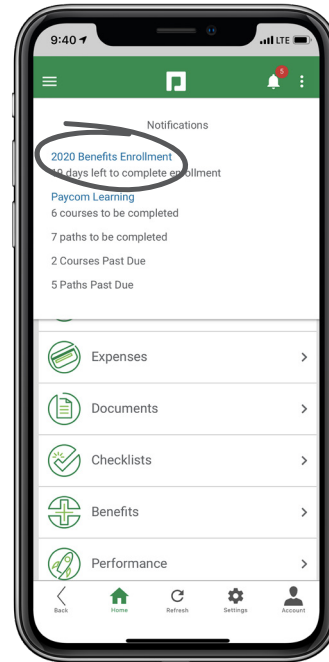


SHOW ME HOW

to Enroll in Benefits
Benefits

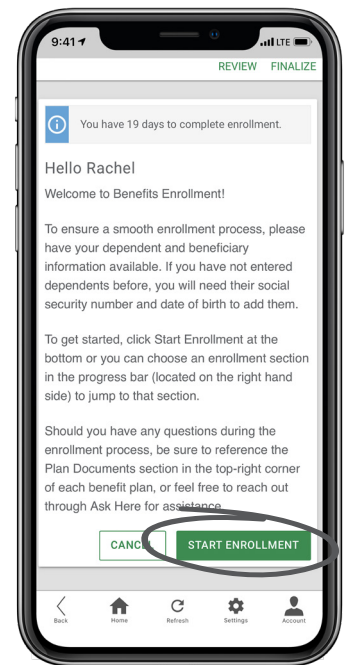
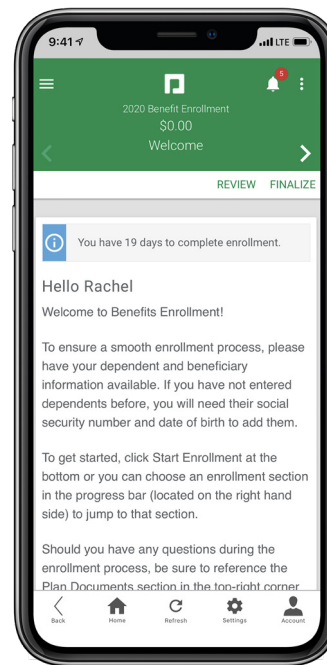
STEP 1

Log in to the Paycom app. Within the Notification Center or from the Benefits section, click the current year's Benefits Enrollment.



STEP 2

Review initial instructions and click "Start Enrollment." Then, enter your personal information and any dependents or beneficiaries.



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



SHOW ME HOW

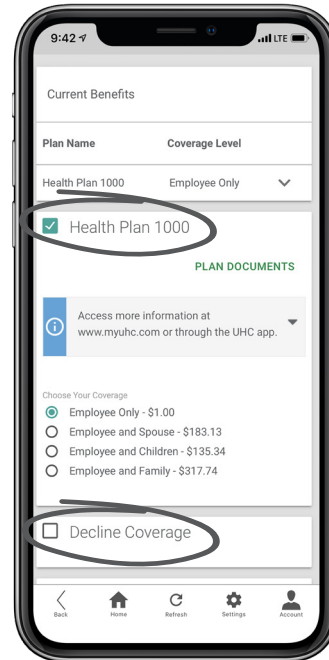
to Enroll in Benefits

Benefits



STEP 3

After reading each benefit plan, choose your coverage, then elect either to enroll or decline.



STEP 4

To complete enrollment, click "Finalize," then "Sign and Submit".

HELPFUL TIPS



- Have your dependent/beneficiary information ready, such as Social Security numbers before beginning the enrollment process.
- As you go through the enrollment process, your selections will display and add up on the benefits summary tracker to the right.

EMPLOYEES

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