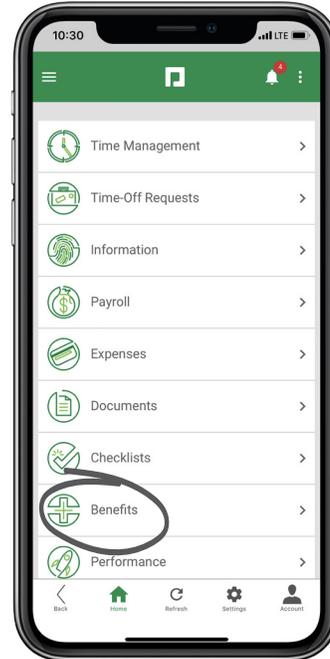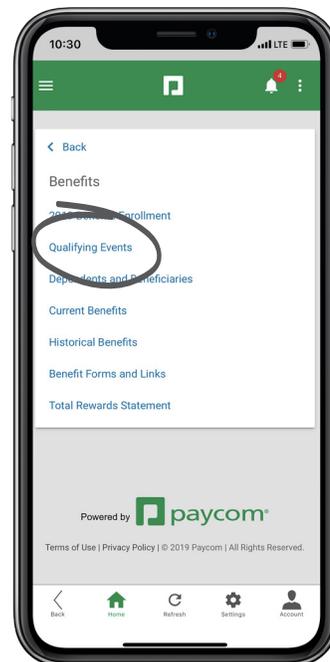# SHOW ME HOW

to Add a Qualifying Event
Benefits

STEP 1
Log in to Employee Self-Service® from the Paycom app. Then, click "Benefits."

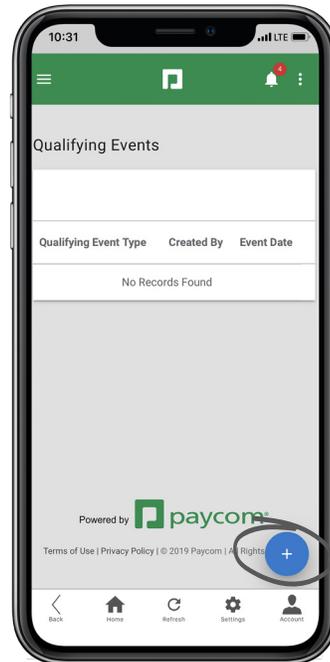## STEP 2
Then, click "Qualifying Events."

EMPLOYEES

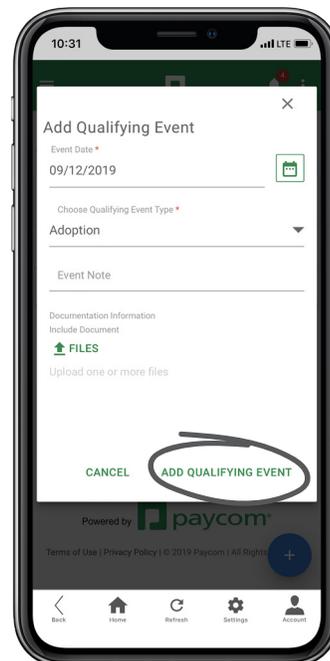## to Add a Qualifying Event
Benefits

STEP 3

Now, click the plus sign icon on the bottom right of the screen.

STEP 4

Add the Event Date, Type and any additional notes or fields. Then, click "Add Qualifying Event."

EMPLOYEES