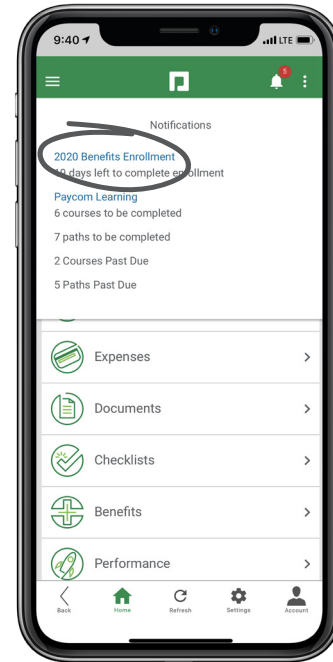


SHOW ME HOW

to Enroll in Benefits Benefits

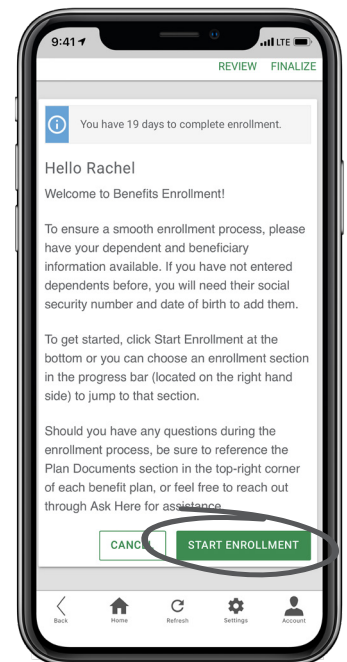
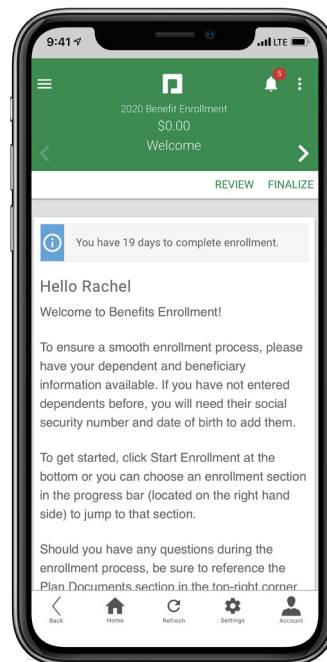
STEP 1

Log into the Paycom app.
From 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.



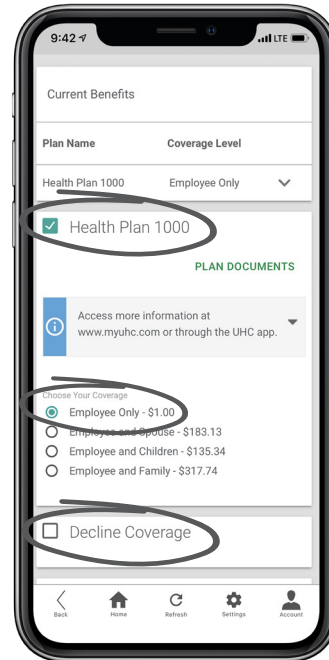
SHOW ME HOW

to Enroll in Benefits
Benefits



STEP 3

After determining which plan will work for you, choose your coverage level, then select 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.

EMPLOYEES

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