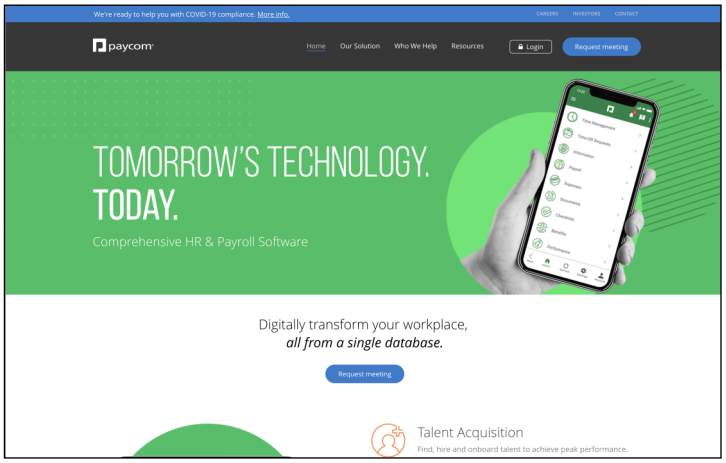
Online Enrollment Through Paycom

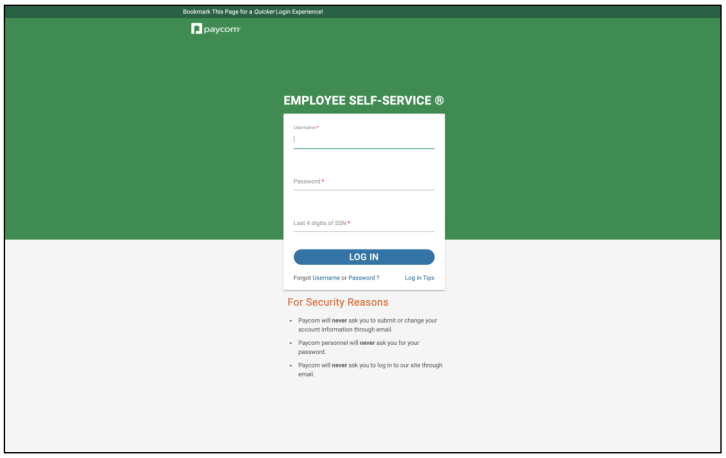
Follow the steps below to enroll in our benefit plans online.

Go to www.paycom.com. Hover over Login and select “Employee” from the drop down menu

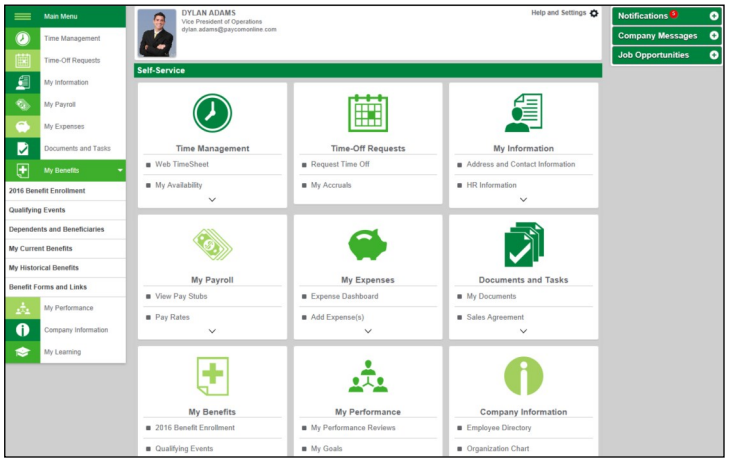


Enter your Username, password and the last four digits of your Social Security number. Then select “Log In.”

Once you’ve logged into the website, you can review your plan options, eligibility and more.

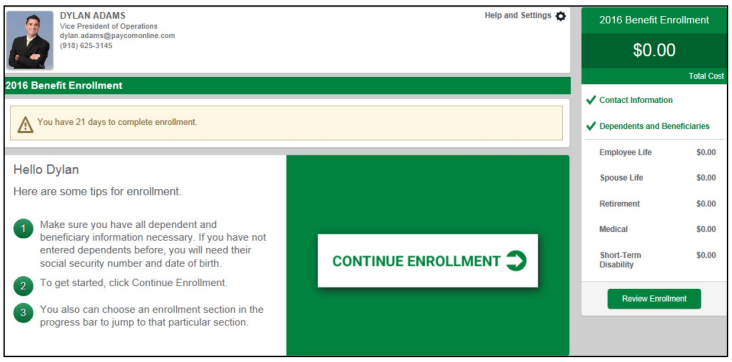


After logging into Employee Self-Service, if you are eligible to enroll, you will have an option under the “My Benefits” tile to be taken through the enrollment process.

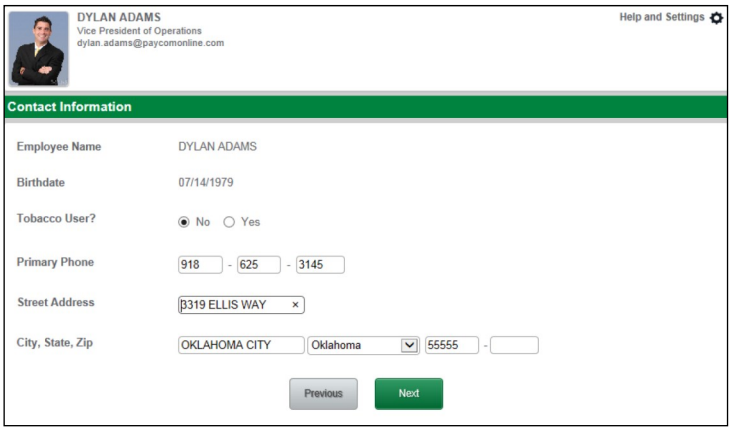


The first screen you see provides an explanation of the enrollment process. The progress bar on the right side of the screen will list the benefits in which you are eligible to enroll. Select “Start Enrollment” to begin the enrollment process.

Please Note: 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.

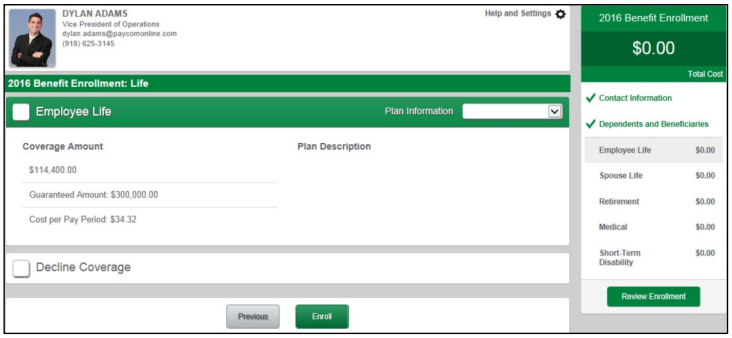


The first screen in the enrollment process will give you the opportunity to update your contact information, as well as add any dependents you want to enroll into a plan. Update your personal information first, if necessary, and then select “Next.”

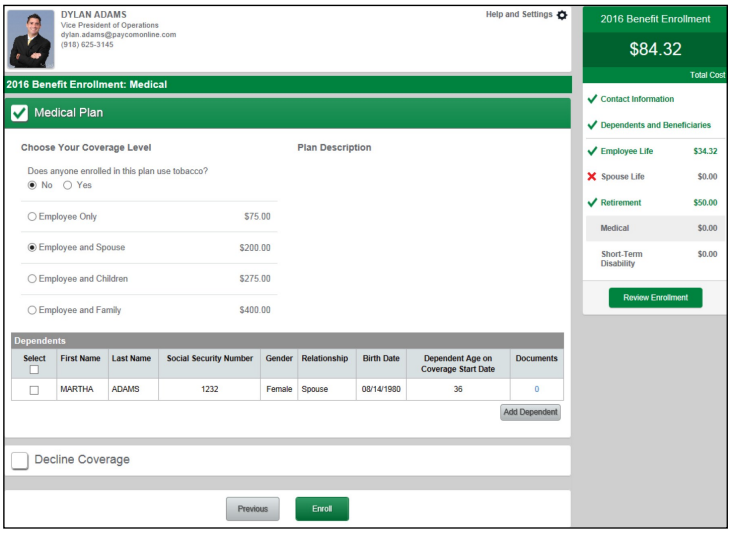


Next, you will be guided through the enrollment process for each of your available benefit plans. In this first example, we will walk you through the process to enroll in a medical plan.

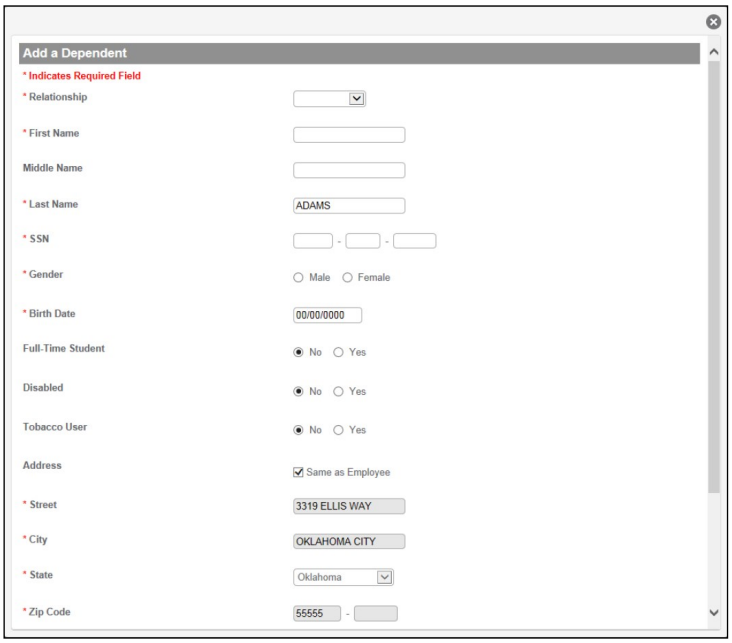
Each benefit screen will have two check boxes: one to enroll and one to decline. You can review the details of this plan within the “Plan Description” section. If there are forms or links attached to this plan, they will be located in a “Plan Information” drop- down option.



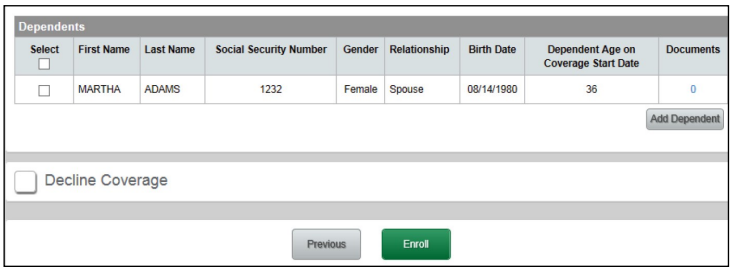
If you have chosen a coverage level that has dependents (e.g., Employee and Spouse, Employee and Children or Employee and Family), you will select/enter those on the following screen. Check the boxes next to the dependents who will be included in this plan or select “Add Dependent” to add additional dependents not in the list. Once finished, select “Enroll.”



If you are adding a new dependent, enter their information and select “Add Dependent.”



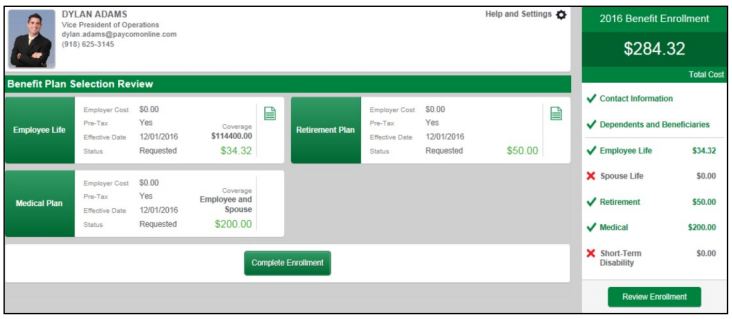
Once finished, select “Enroll.”



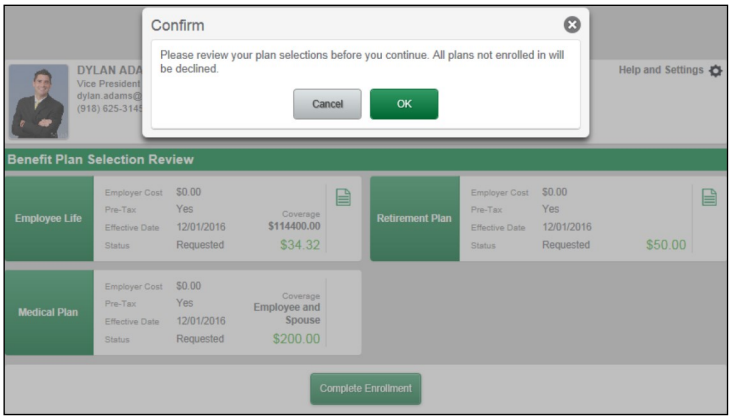
Continue through the enrollment process by choosing whether you would like to enroll or decline coverage in each of the available plans.

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.

Once you have made a selection for each plan, you will be brought to the “Benefit Plan 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, check “Complete Enrollment.”



A pop-up window will ask you to confirm if you want to complete enrollment. Note: All plans not enrolled in will be declined. Select “OK” to continue.



When you select “Complete Enrollment” you will be brought to the “Sign and Submit” screen. A printable confirmation page is available to you. Once you are ready to submit your enrollment, click “Sign and Submit.”

Congratulations! Your enrollment is now complete. The following screen will provide a recap of your elections, including who is covered under each plan and your named beneficiaries. To exit, select “Return Home.” To print a confirmation page, select the printer icon at the top of the screen.