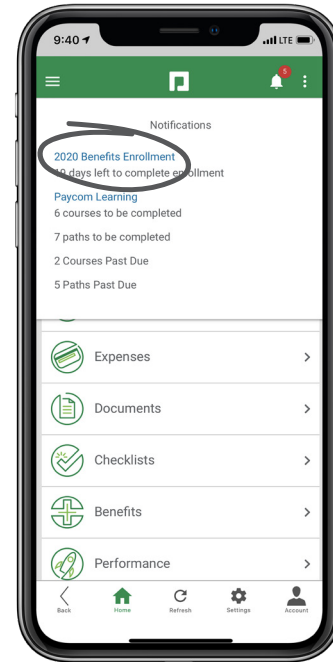# SHOW ME HOW

to Enroll in Benefits
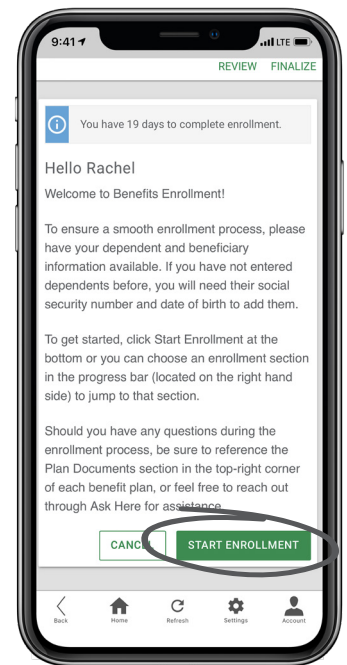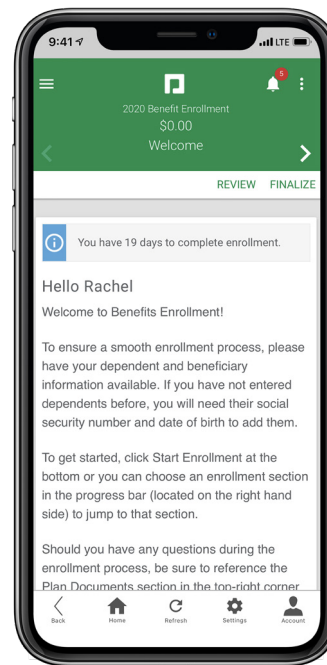
Benefits

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

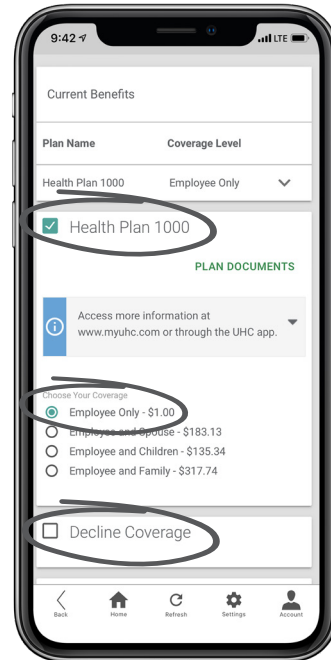Visit the Help Menu for the most up-to-date version of this guide.

paycom®

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

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

paycom®