

BENEFITS ADMINISTRATION

Employees

HOW TO ENROLL IN BENEFIT PLANS USING THE APP



STEP 1

Log in to the Paycom app.



STEP 2

Within the Notification Center, select "Benefits Enrollment"



STEP 3

Click "Start Enrollment" and enter your personal information and any dependents or beneficiaries.



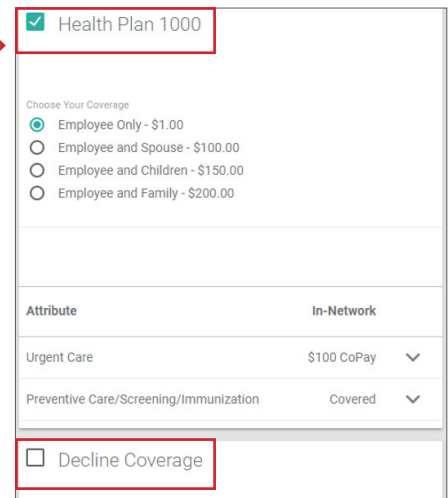
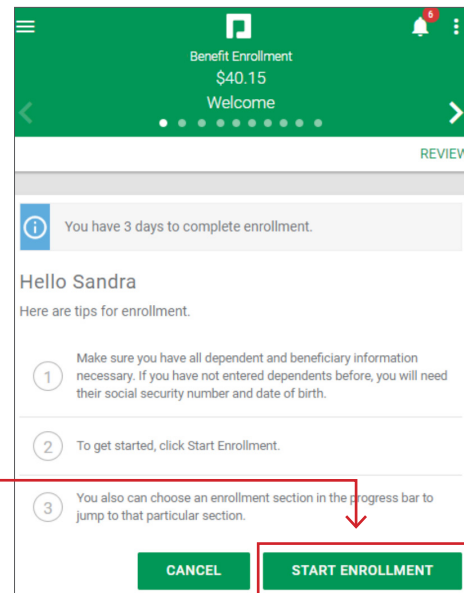
STEP 4

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



STEP 5

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.