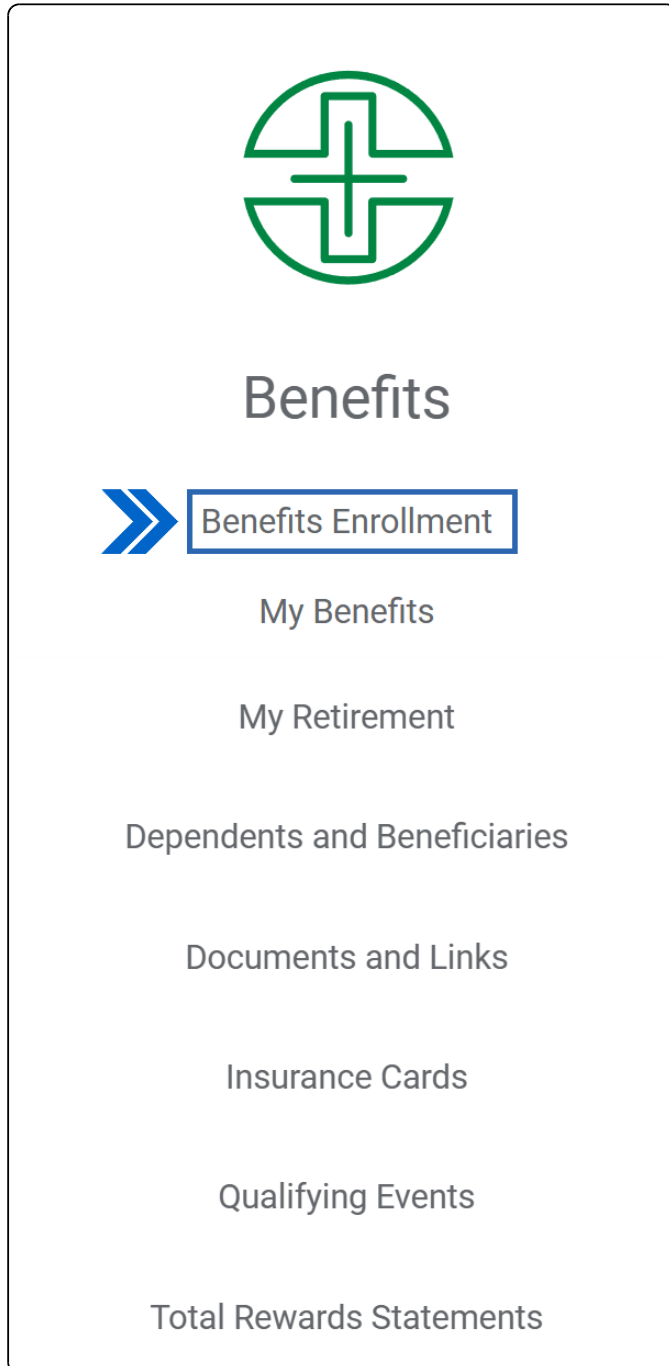


Enroll in Benefits

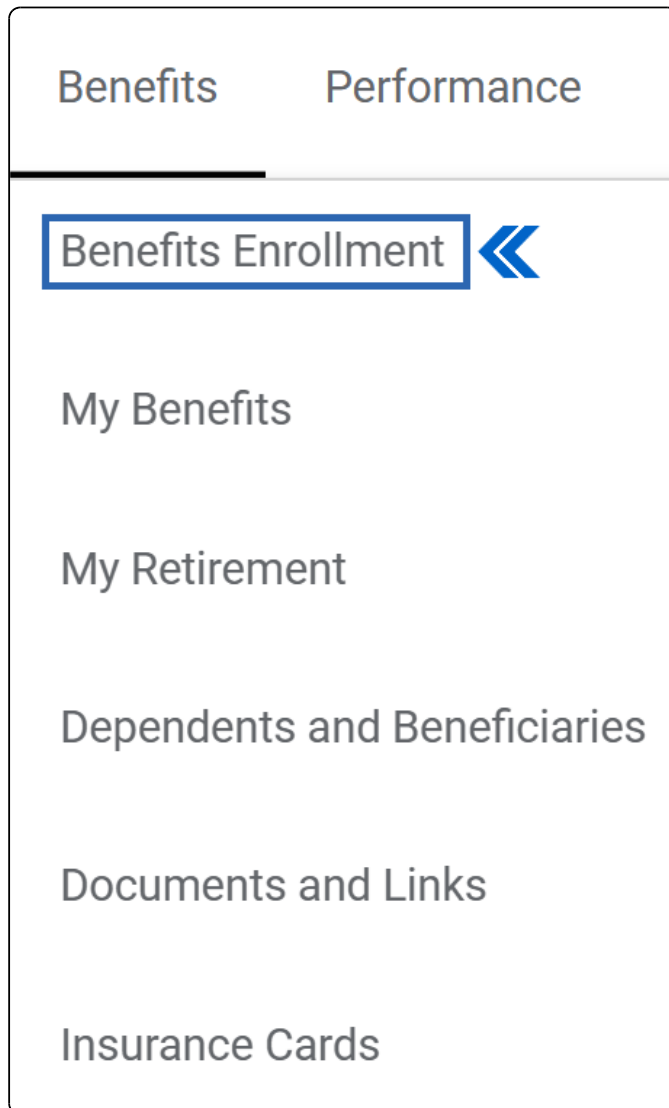
Enrolling in Benefits on Desktop

If you are eligible, you can enroll in Benefits on a desktop computer using the Benefits tile. Click "Benefits Enrollment."



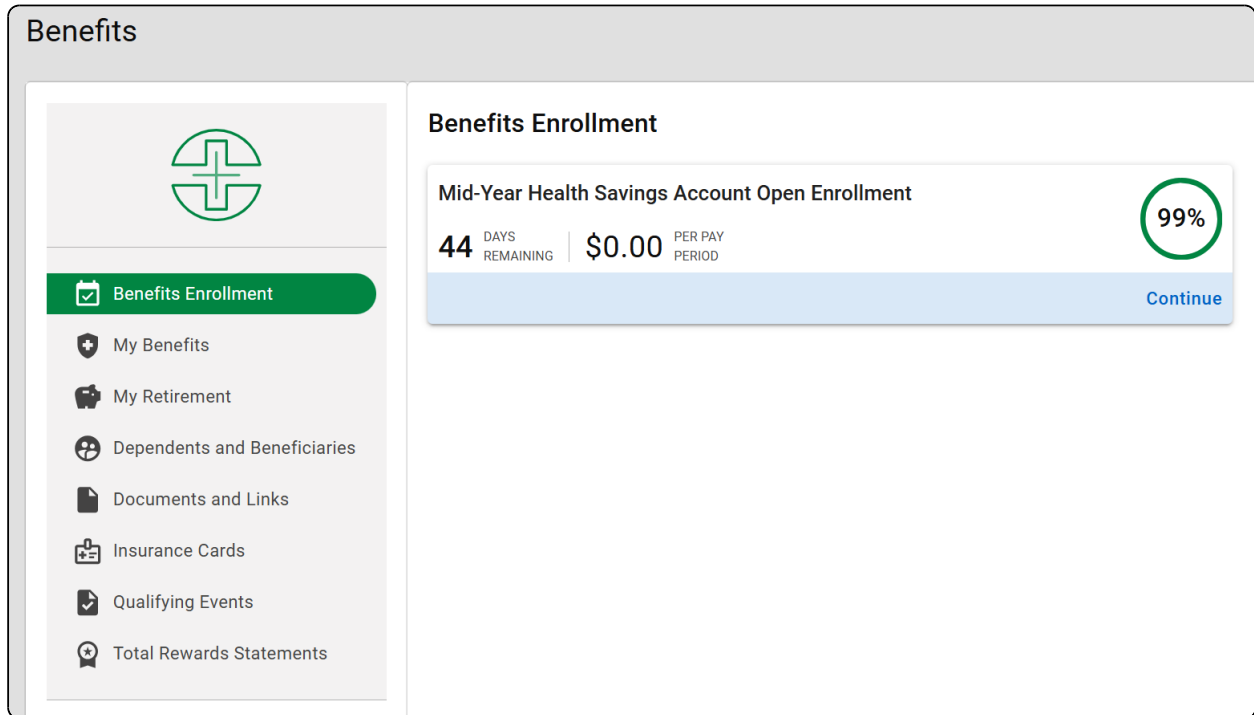
For your convenience, you can also access your benefit enrollment using the navigation bar at the top of the page.



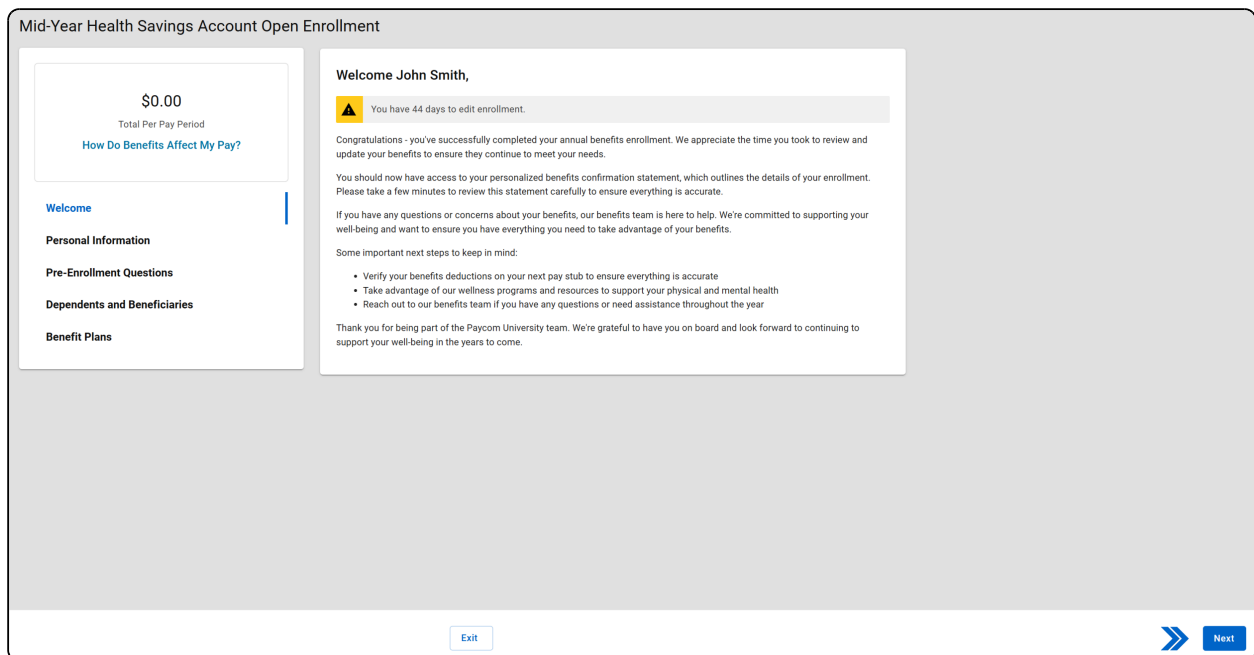


The Benefits Enrollment tab displays all available and current enrollments. To begin, click "Start."





The first screen displays a welcome message along with instructions for completing enrollment. When you are ready to continue, click "Next."



First, review your personal contact information. If any information is inaccurate or missing, click "Edit" to correct it. If your information is accurate, click "Next" to continue to the Pre-Enrollment Questions screen.



Mid-Year Health Savings Account Open Enrollment

\$0.00
Total Per Pay Period
[How Do Benefits Affect My Pay?](#)

- Welcome
- Personal Information**
- Pre-Enrollment Questions
- Dependents and Beneficiaries
- Benefit Plans

Personal Information [Edit](#)

Name	JOHN SMITH	Date of Birth	03/10/1982
Address		Street Address	123 PAYCOM ST
Country	United States of America (USA)	City	KANSAS CITY
Apt / Suite / Other		ZIP Code	64112
State / Territory	MO	Work Email	jsmith@paycom.com
Phone	+1 (703) 376-7824		

[Exit](#) [Next](#)

Answer the pre-enrollment question(s) and click "Next" to continue to the Dependents and Beneficiaries screen.

Mid-Year Health Savings Account Open Enrollment

\$0.00
Total Per Pay Period
[How Do Benefits Affect My Pay?](#)

- Welcome
- Personal Information
- Pre-Enrollment Questions**
- Dependents and Beneficiaries
- Benefit Plans

Pre-Enrollment Questions

Are you a tobacco user?

Yes No

[Exit](#) [Next](#)

On the Dependents and Beneficiaries screen, click "Add Recipient" to enter dependents and beneficiaries. Click the dependent/beneficiary's name to edit their information. When finished, click "Next" to be guided through the enrollment process.



Mid-Year Health Savings Account Open Enrollment

\$0.00
Total Per Pay Period
[How Do Benefits Affect My Pay?](#)

- Welcome
- Personal Information
- Pre-Enrollment Questions
- Dependents and Beneficiaries
- Benefit Plans

Dependents and Beneficiaries Add Recipient

You may add or edit dependents and beneficiaries at anytime. Only dependents and beneficiaries not associated with an active plan can be deleted.

Samuel Grace	Relationship	Date of Birth
Dependent and Beneficiary	Child	07/07/2011

Exit
Next

View the details of each individual benefit plan you have selected by clicking "View" next to the appropriate plan. Or, click "Review All Plans" to see a step-by-step view of all plans offered by your employer. Your progress will be saved before viewing the plans.

Mid-Year Health Savings Account Open Enrollment

\$0.00
Total Per Pay Period
[How Do Benefits Affect My Pay?](#)

- Welcome
- Personal Information
- Pre-Enrollment Questions
- Dependents and Beneficiaries
- Benefit Plans

Benefit Plans Review All Plans

ESSNavigationDefaultMessageConfirmationAfter

Declined Plans

✖ Health Savings Account View

Total Cost **\$0.00** Per Pay Period

Sign and Finalize

To complete your enrollment, add your signature and click finalize enrollment below to confirm your benefit elections.

X Clear

Sign and Finalize

Have questions before finalizing? [Ask Here](#)

Exit
Finalize

Follow the guided enrollment process for each of your available benefit plans. Click "Plan Details" to see more information on each plan. Click "Enroll" to enroll in a plan or check the decline checkbox to decline a plan. Click "Save" to save your selections, or click "Back to Benefit Plans" to return to the Benefit Plans screen without saving them.



Some of the plans you choose to enroll in, such as life insurance, might require beneficiaries. Enroll in the plan just as you would any other plan.

Dependents already added appear as an option to include as beneficiaries, or you can click "Add Beneficiaries" to add more. Once your beneficiaries have been added, you have three options for beneficiary type.

- **Primary Beneficiary:** The first person or people you name to receive proceeds from your insurance policy upon your death.
- **Secondary Beneficiary:** Receives the proceeds from your insurance policy if the primary beneficiary or beneficiaries are unable to receive them.
- **Tertiary Beneficiary:** Receives the proceeds from your insurance policy if the primary and secondary beneficiaries are unable to receive them.

At any time, you can return to the Benefit Plans screen to see a list of all the plan you have enrolled in, including:

- **Section name:** Displays the type of coverage involved.
- **Coverage:** Indicates who will be covered, such as "Employee Only" or "Employee & Children."
- **Coverage Start:** Indicates the date when this plan's coverage will begin.
- **Dependents:** Indicates the number of Dependents selected for this plan.

Paycom regularly updates and improves functionality to meet client needs and expectations, which may result in differences between the content of these materials and actual system functionality. The information in this guide does not constitute legal or professional advice.



- **Beneficiaries:** Indicates the number of Beneficiaries selected for this plan.
- **Price:** In the bottom, right-hand side of the box, you will see the cost per pay period for each insurance coverage. On the left you can see a running tally of the total cost per pay period for all selected plans.

2025 Benefit Enrollment

\$125.36

Total Per Pay Period

- Welcome
- Personal Information
- Pre-Enrollment Questions
- Dependents and Beneficiaries
- Benefit Plans

Benefit Plans

ESSNavigationDefaultMessageConfirmationAfter

[Review All Plans](#)

Enrolled Plans

These plans will start coverage 01/01/2025. You can modify coverage or change plans during the enrollment period by selecting "Edit".

Section Name	Coverage	Dependents	Price
Medical	Employee Only	0	\$125.36

Declined Plans

Retirement (2025)	View
-------------------	----------------------

Click "View Details" to review in-depth details of the benefit plan.

- **Pre-Tax:** Indicates whether insurance premiums will be deducted from your gross pay before Medicare, federal and state taxes are calculated, affecting your tax liability.
- **Effective Date:** Date your benefit coverage begins.
- **Status:** Reflects whether the benefit is "In Progress" or "Approved."

When you are satisfied with your selections, review your plans and then draw or type your signature to agree to the enrollment. Then click "Finalize."

Mid-Year Health Savings Account Open Enrollment

\$0.00

Total Per Pay Period

[How Do Benefits Affect My Pay?](#)

- Welcome
- Personal Information
- Pre-Enrollment Questions
- Dependents and Beneficiaries
- Benefit Plans

Benefit Plans

ESSNavigationDefaultMessageConfirmationAfter

[Review All Plans](#)

Declined Plans

Health Savings Account	View
------------------------	----------------------

Total Cost \$0.00 Per Pay Period

Sign and Finalize

To complete your enrollment, add your signature and click finalize enrollment below to confirm your benefit elections.

Draw

Type
[Style](#) ▾

John Smith

Sign and Finalize


[Have questions before finalizing? Ask Here](#)

After finalizing your selection, you are directed to the completion page. From this page you can choose to return to review or exit.

Paycom regularly updates and improves functionality to meet client needs and expectations, which may result in differences between the content of these materials and actual system functionality. The information in this guide does not constitute legal or professional advice.

03-27-2026 17:40:20

7



You've Completed Your 2025 Benefit Enrollment!

- ✓ **You're Covered**
Starting 01/01/2025, your cost will be \$125.36/paycheck.
- ✓ **Insurance Cards**
If you have enrolled in a plan that requires an insurance card, a card will be mailed to your address.

Return to ReviewExit

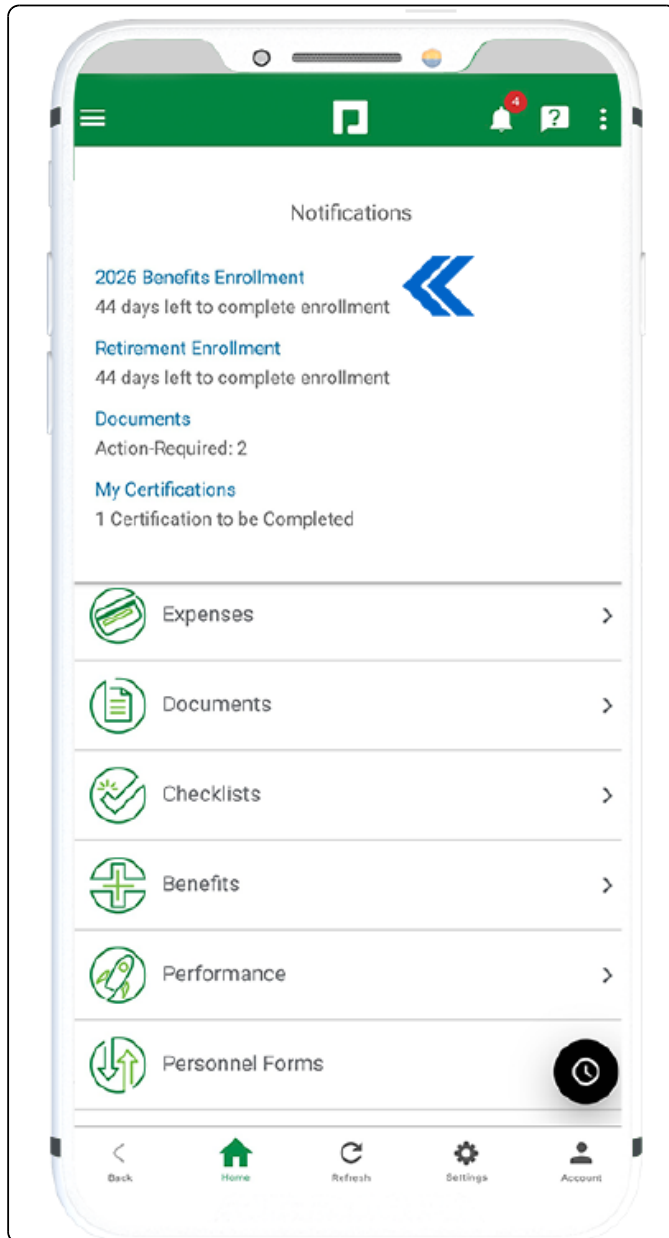
When to expect your Benefits

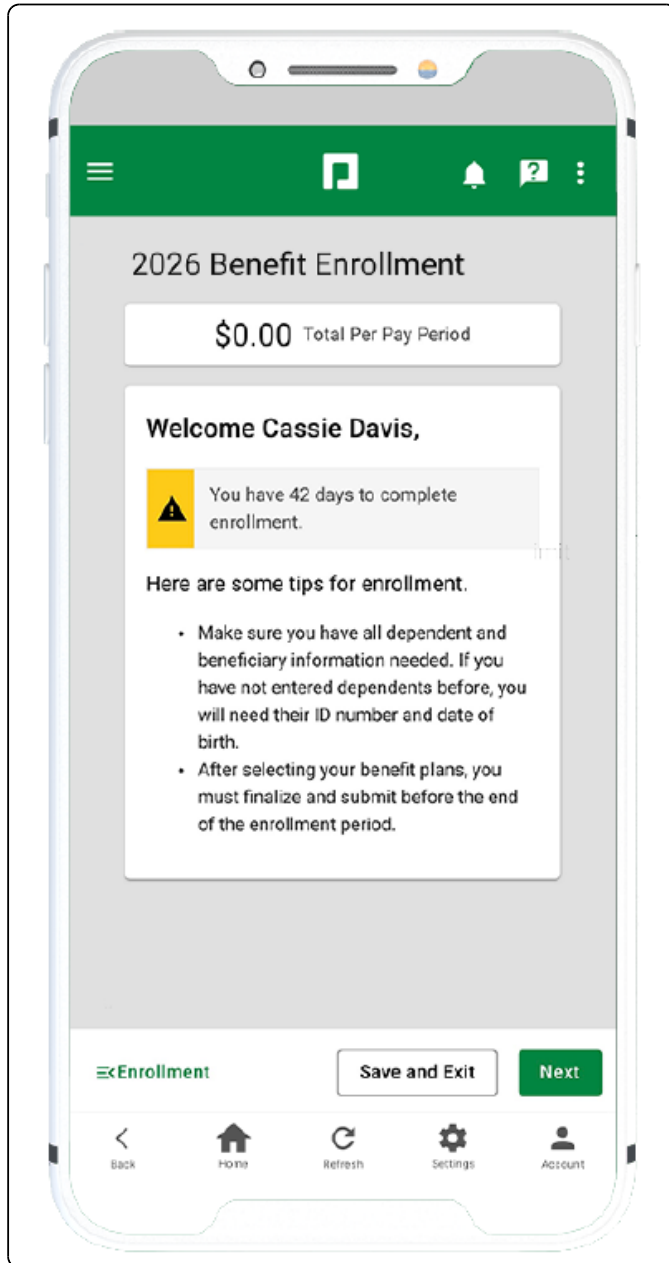
Medical Bronze Plan Begins: January 1, 2025	Dependents: 0 22 Days Left to Edit
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Enrolling in Benefits on Mobile

If preferred, you can enroll in Benefits using the Paycom mobile app. From the Notifications Center, tap the current year's Benefits Enrollment. Review the instructions and tap "Next."

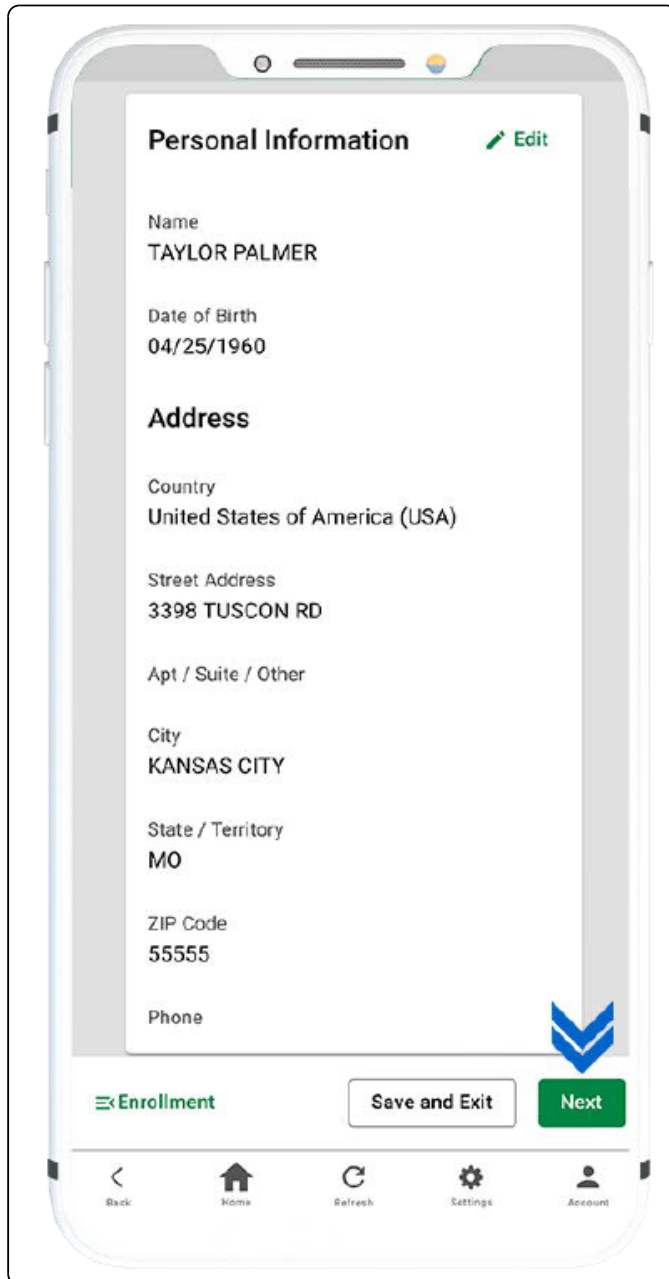






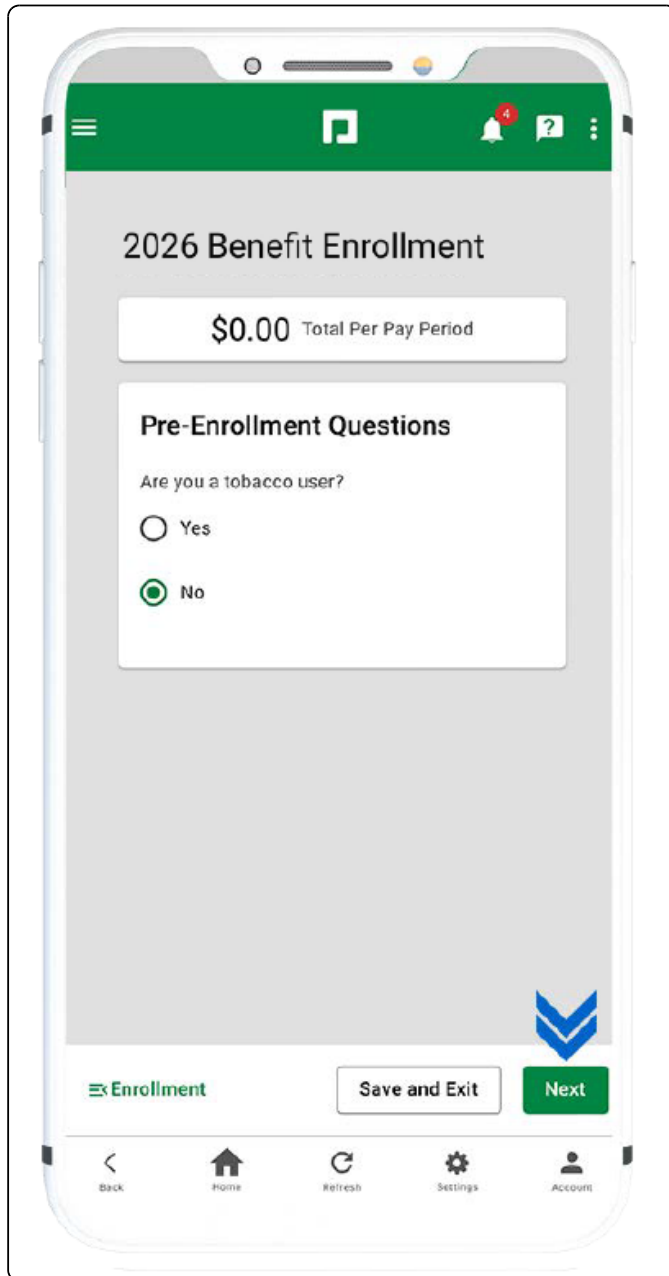
Review your information. Tap "Edit" to make changes or "Next" to continue.





Complete the Pre-Enrollment Questions and tap "Next."

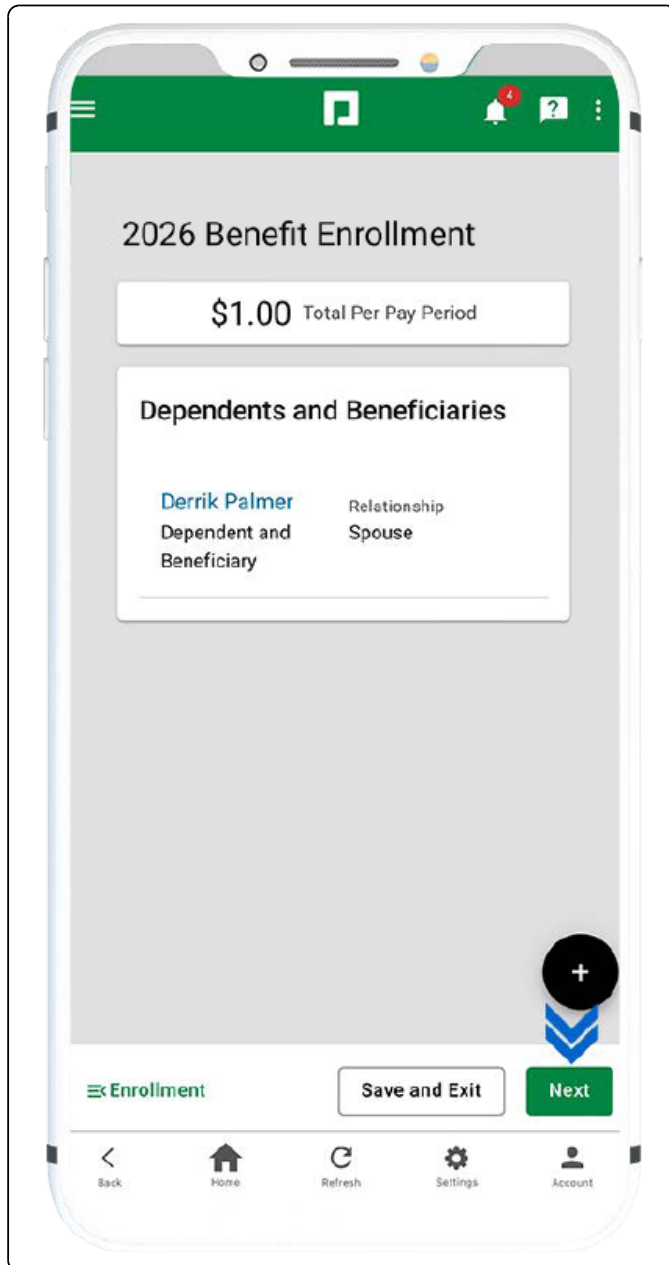




View and update dependents and beneficiaries. Once complete, tap "Next."

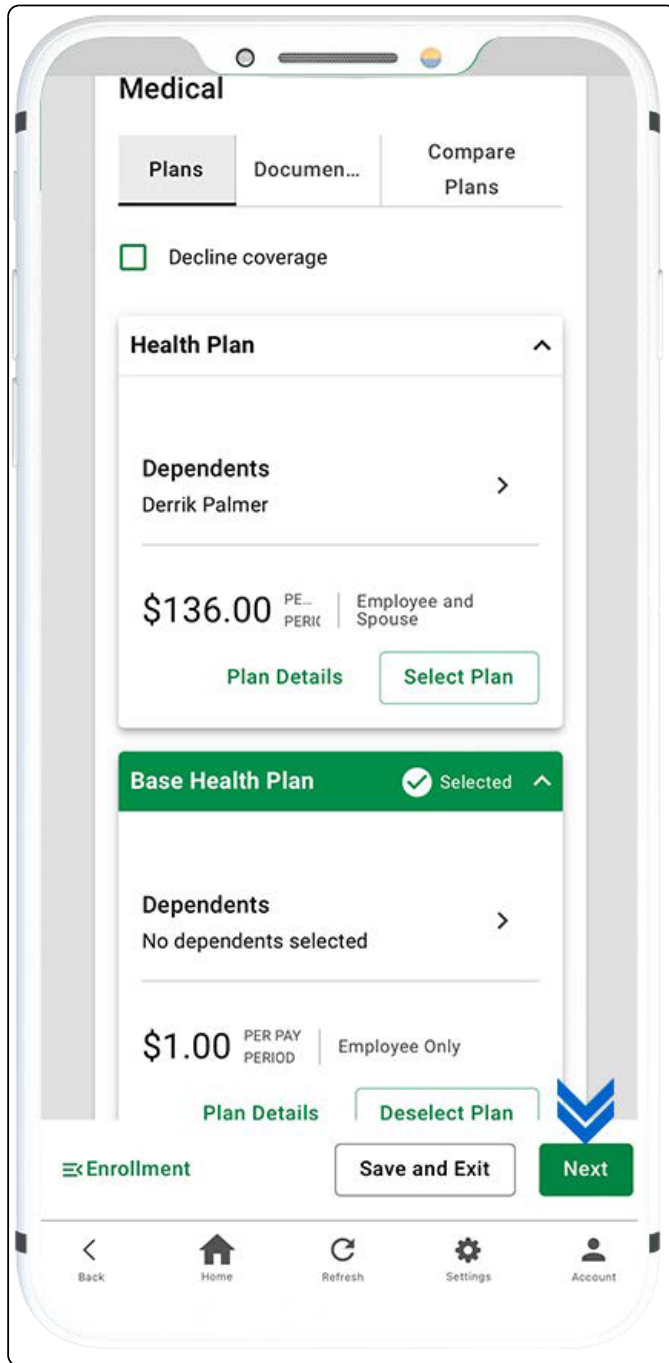
To edit dependent and beneficiary information tap the blue hyperlink. To add a new dependent or beneficiary, tap the plus sign.





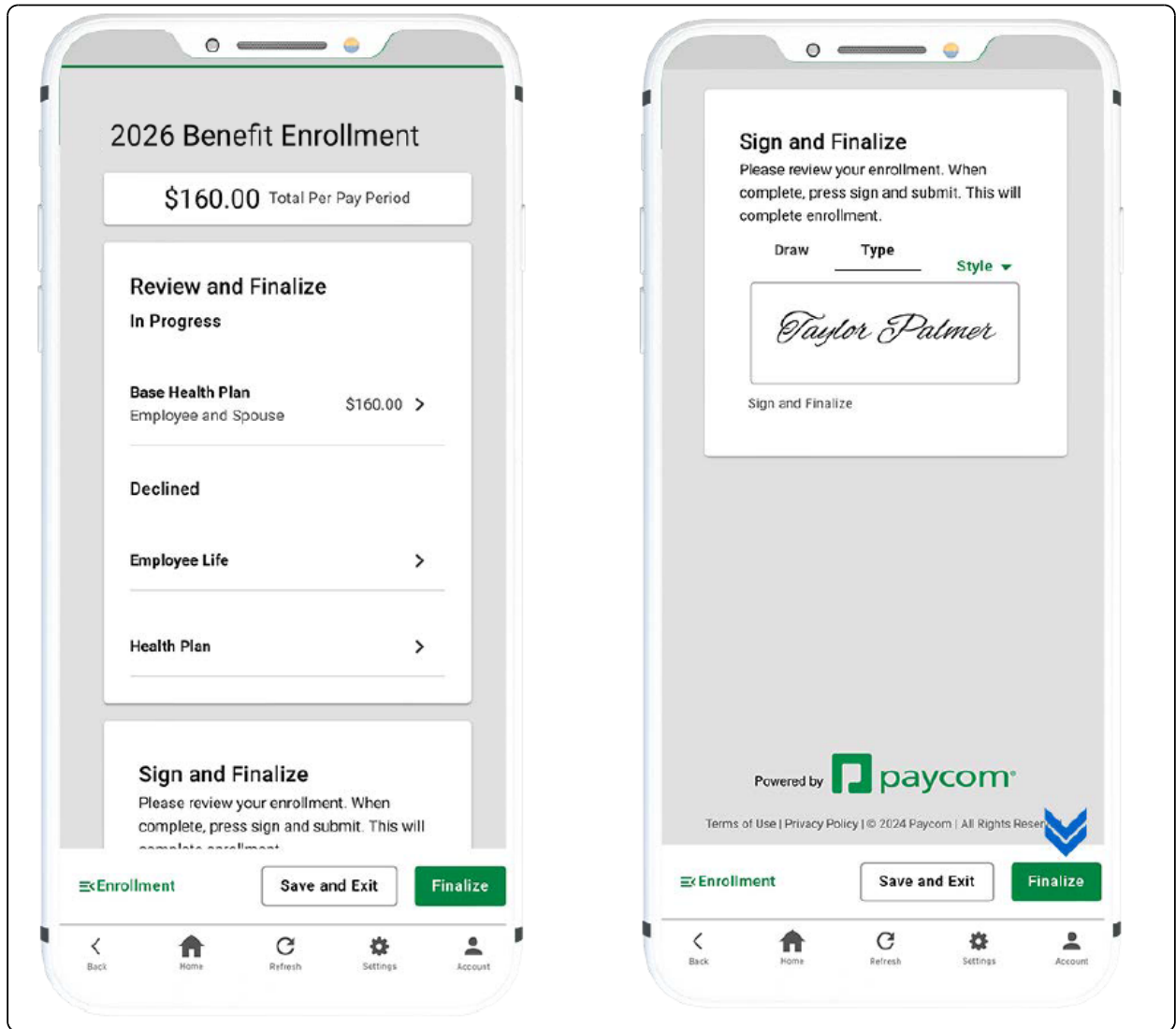
Choose to enroll in or decline a plan by checking the appropriate option. When finished, tap "Next." Continue for each benefit plan.





When finished, review your enrollment and sign the document. Then, tap "Finalize."





To view your current benefits at anytime, navigate to Benefits > My Benefits.

