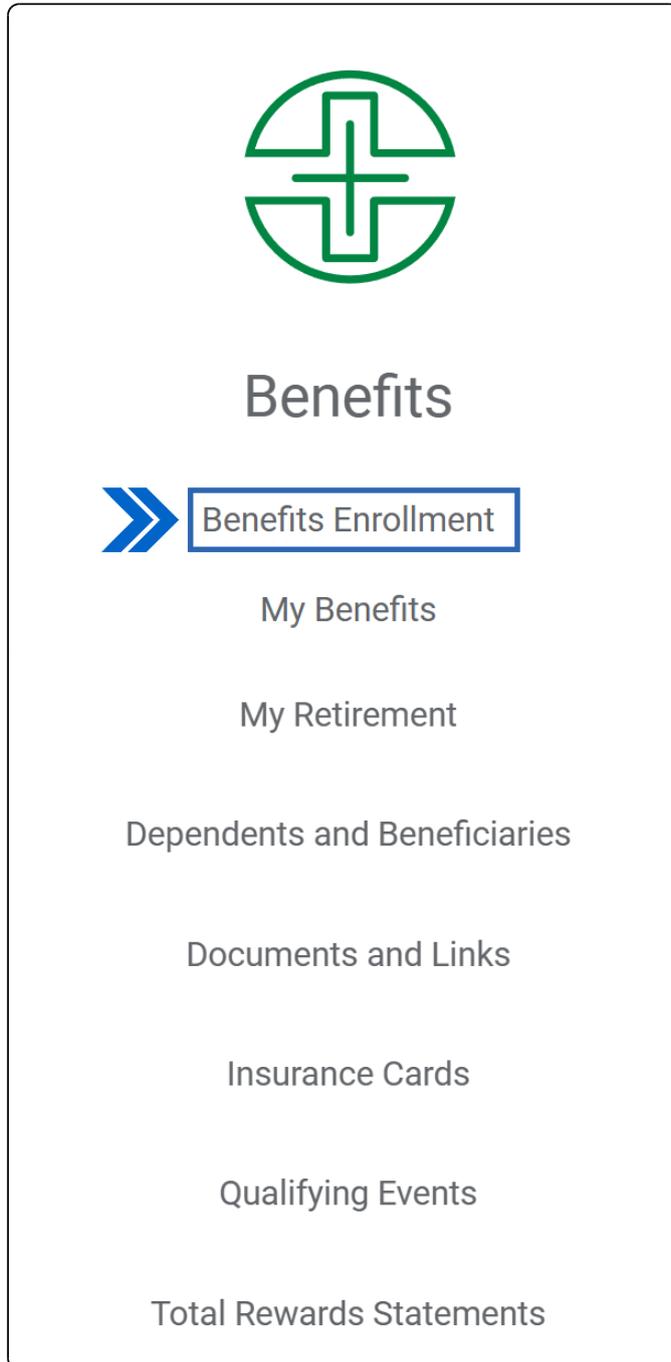


Enroll in Benefits

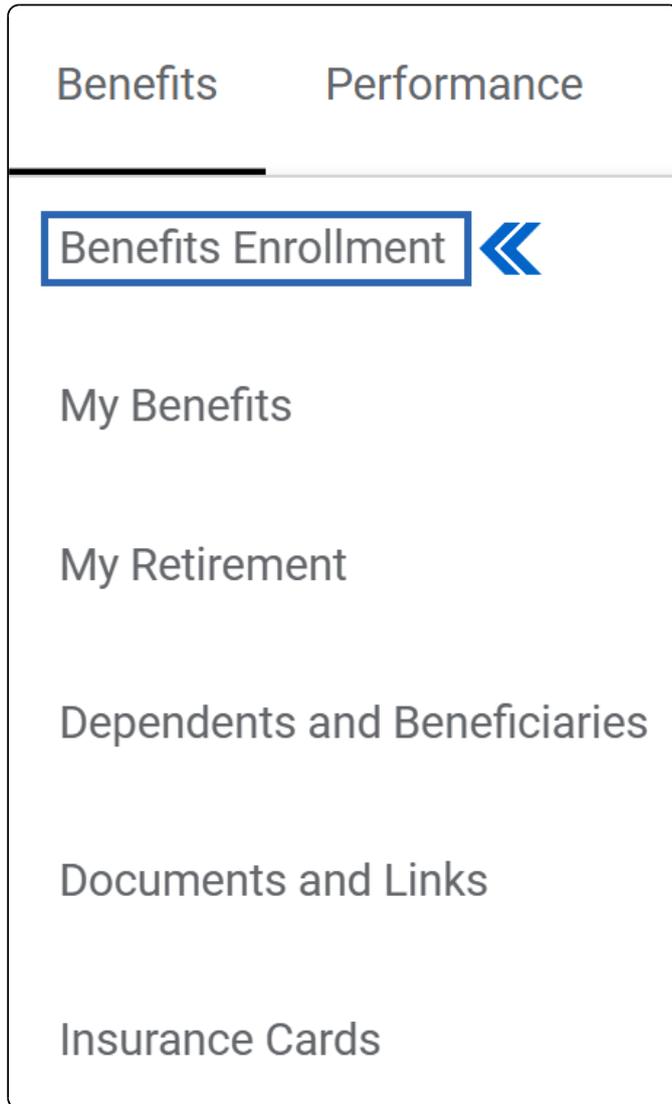
Enrolling in Benefits on Desktop

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.



2026 Benefit Enrollment

\$0.00
Total Per Pay Period

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

Personal Information ▶▶ Edit

Name	JOSHUA MORGAN	Date of Birth	09/25/1958
Address			
Country	United States of America (USA)	Street Address	10 ROCKLAND AVE.
Apt / Suite / Other		City	WYLIE
State / Territory	TX	ZIP Code	75098
Phone	+1 (214) 555-1149		

Exit ▶▶ Next

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

2026 Benefit Enrollment

\$0.00
Total Per Pay Period

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

Pre-Enrollment Questions

Do you have a spouse that works at this company?

Yes No

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.

2026 Benefit Enrollment

\$0.00
Total Per Pay Period

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

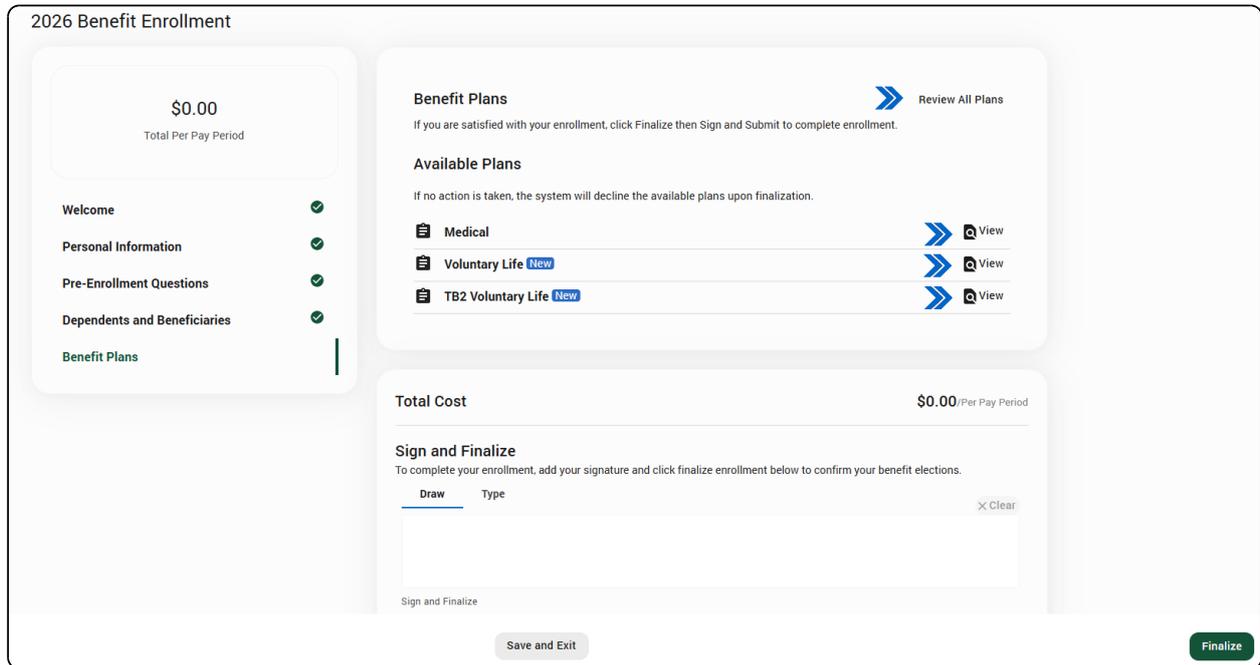
Dependents and Beneficiaries ▶▶ Add Recipient

Charles Smith	Relationship	Date of Birth
Dependent and Beneficiary	Child	12/02/2025

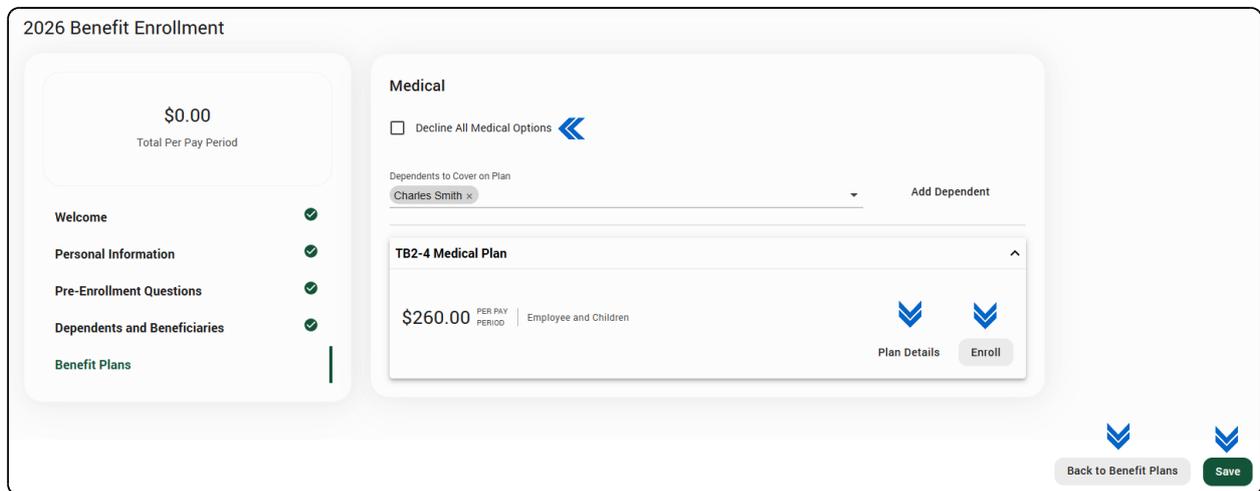
Save and Exit ▶▶ Next



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.



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.
- **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.

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

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."

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.



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."

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 ▾



Sign and Finalize

[Save and Exit](#) 

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



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 Review](#) [Exit](#)

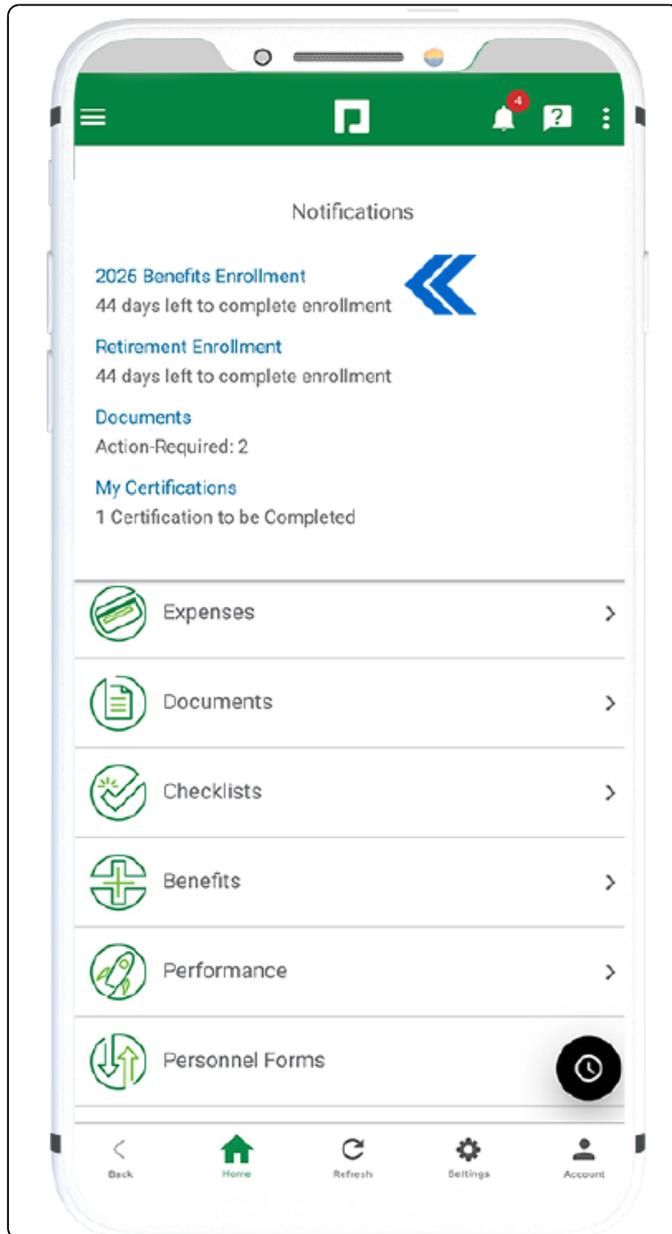
When to expect your Benefits

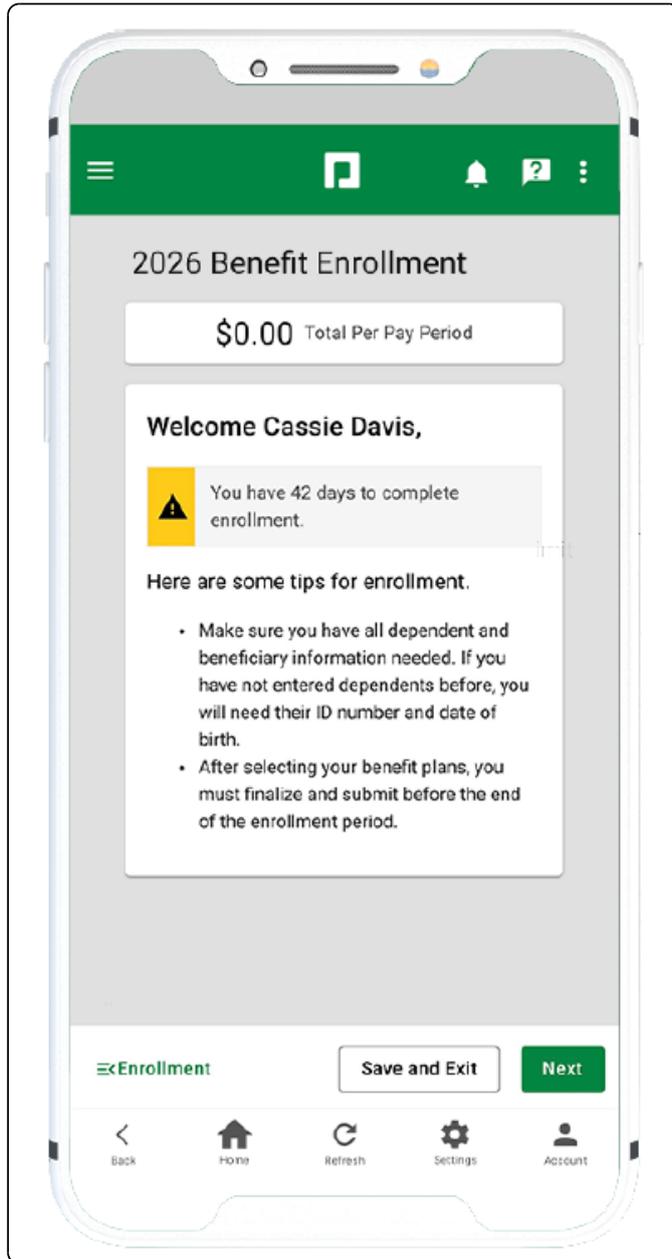
Medical Bronze Plan Begins: January 1, 2025	Dependents: 0 22 Days Left to Edit
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Enrolling in Benefits on Mobile

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."

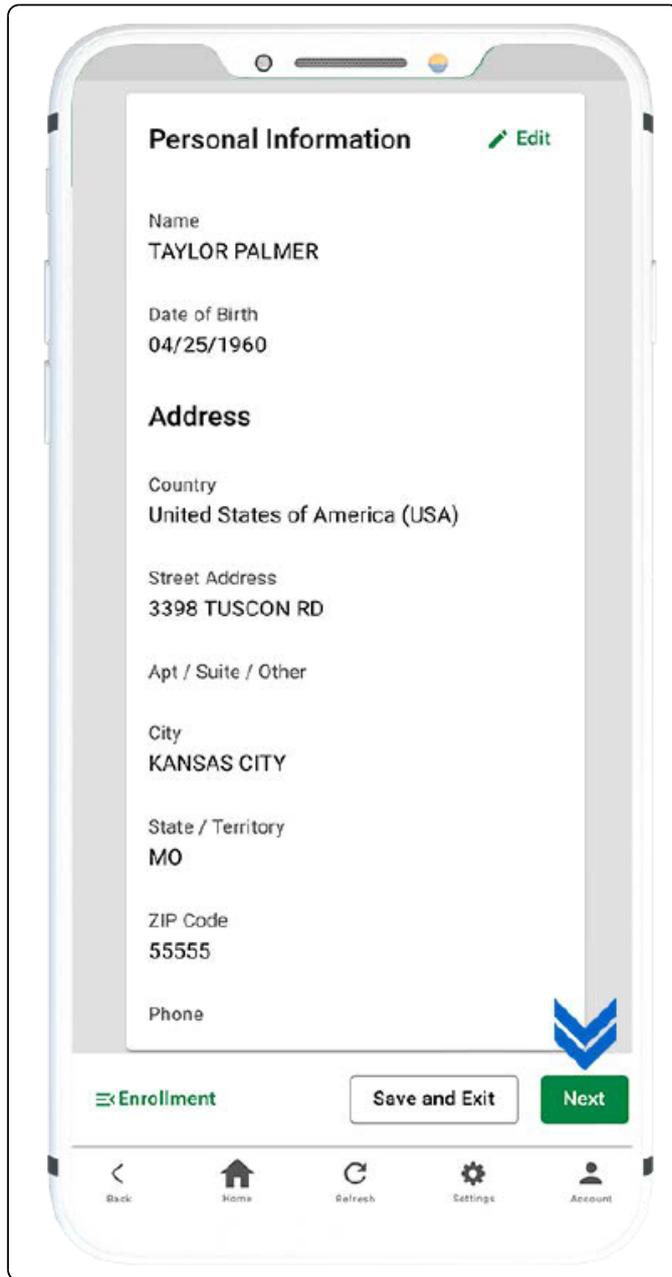






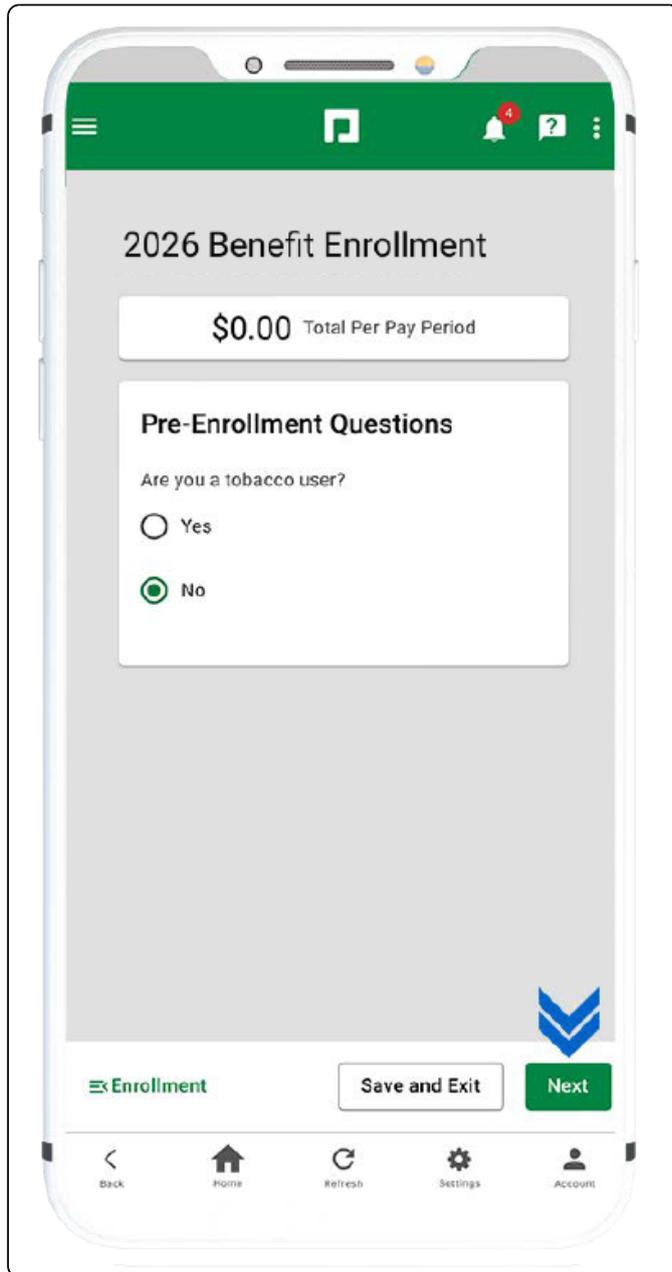
Review your information. Tap "Edit" to make changes or "Next" to continue.





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

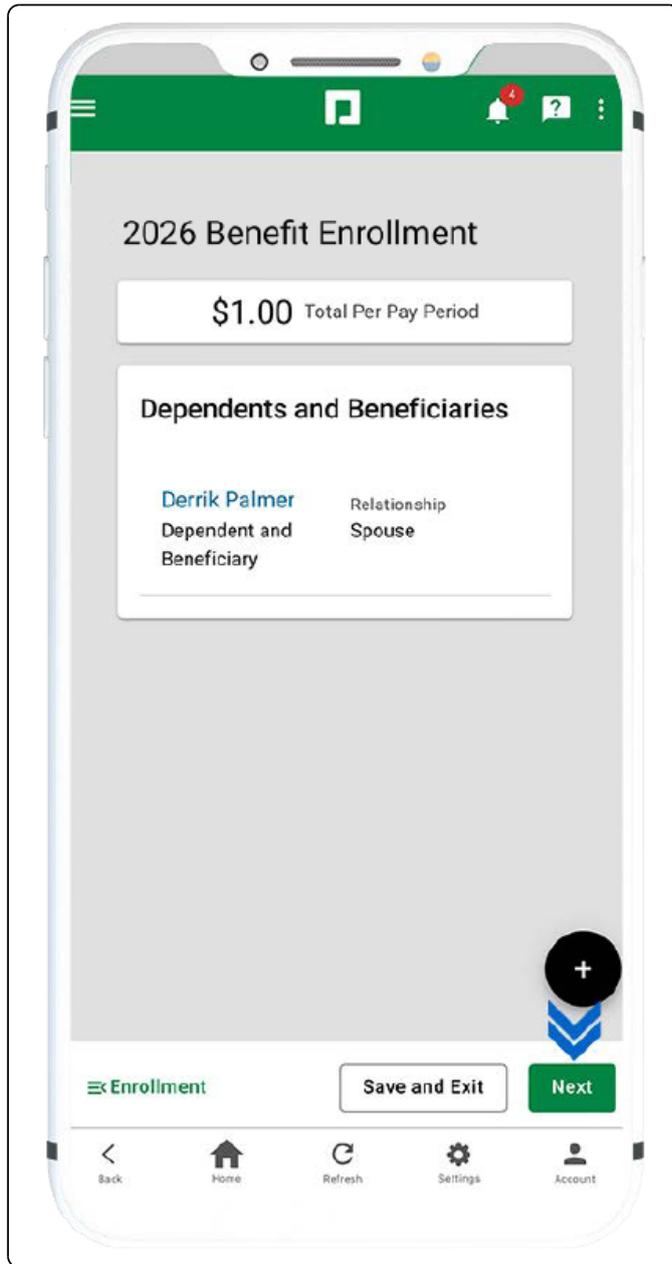




View and update dependents and beneficiaries. Once complete, tap "Next."

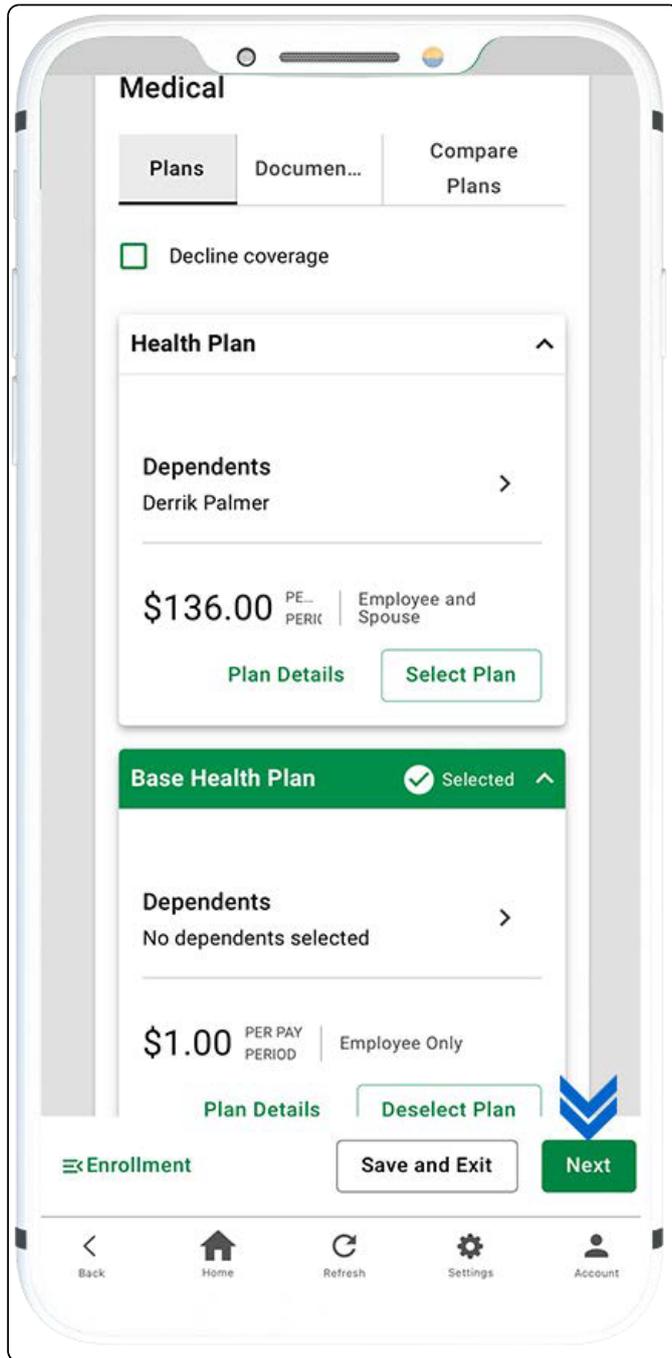
To edit dependent and beneficiary information tap the blue hyperlink. To add a new dependent or beneficiary, tap the plus sign.





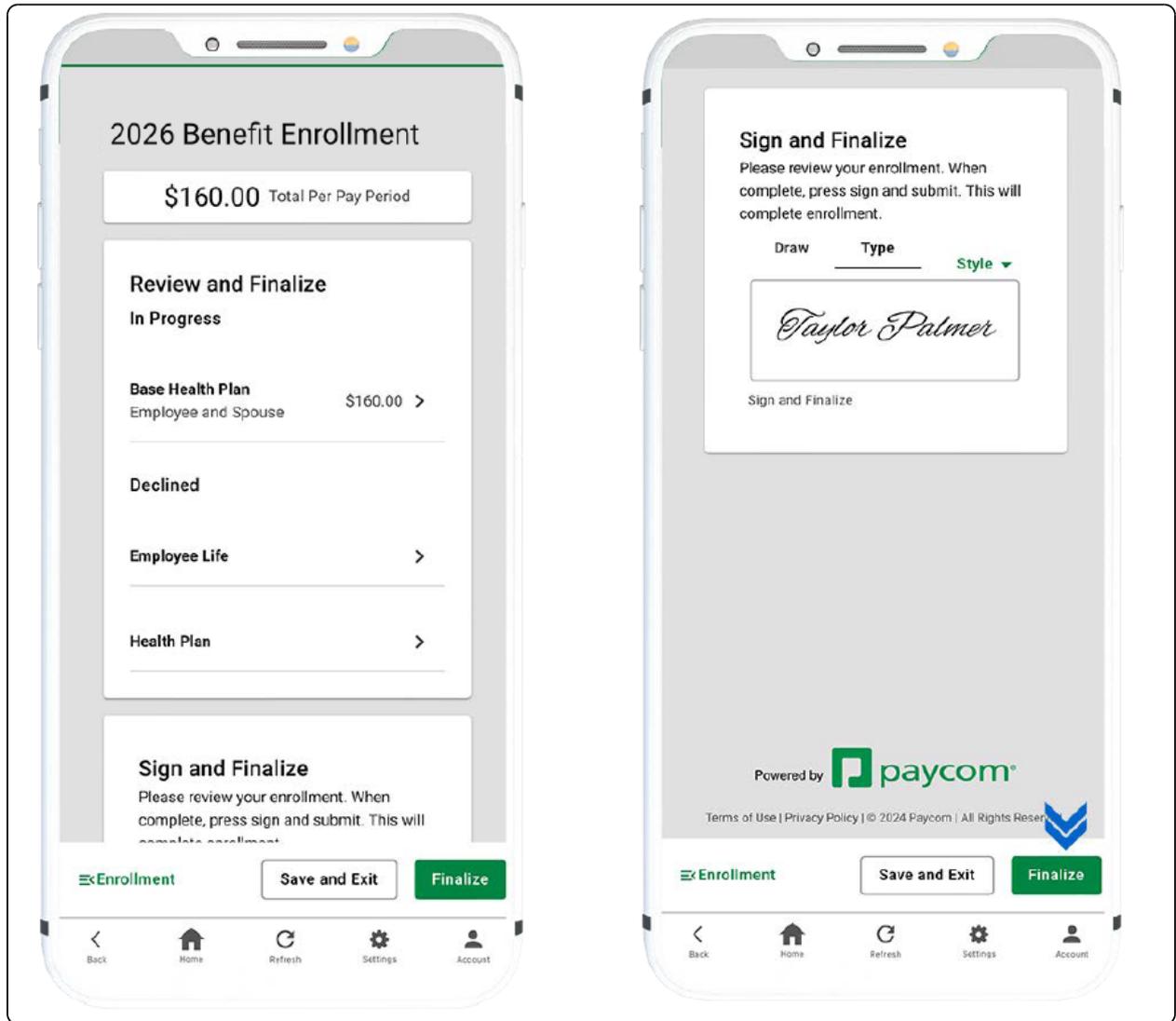
Choose to enroll in or decline a plan by checking the appropriate option. When finished, tap "Next." Continue for each benefit plan.





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





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

