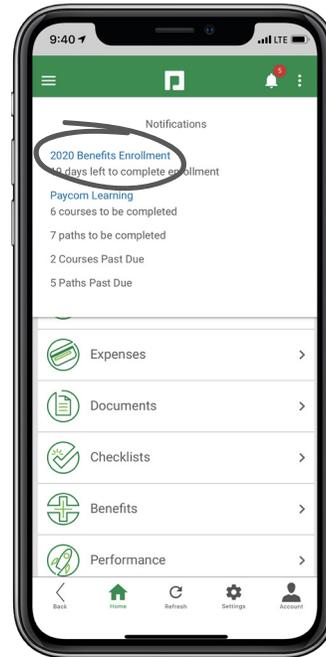


# SHOW ME HOW

to Enroll in Benefits  
**Benefits**

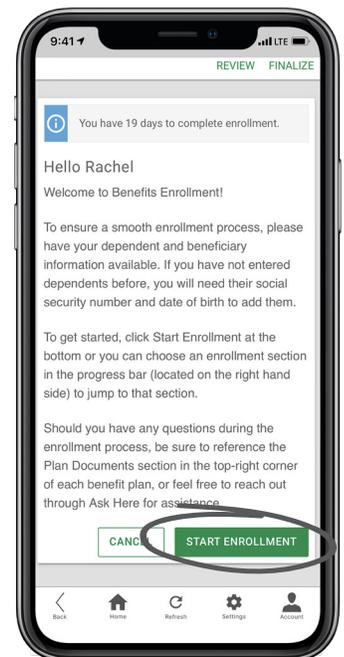
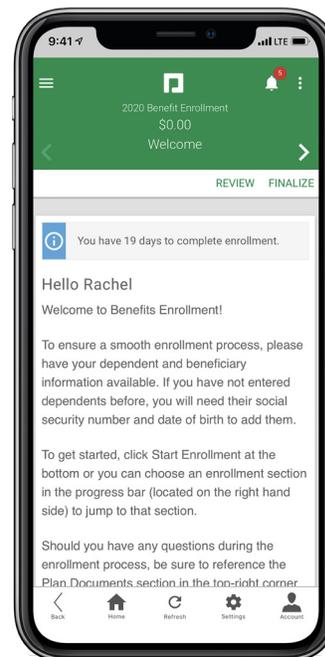
## STEP 1

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.



# SHOW ME HOW

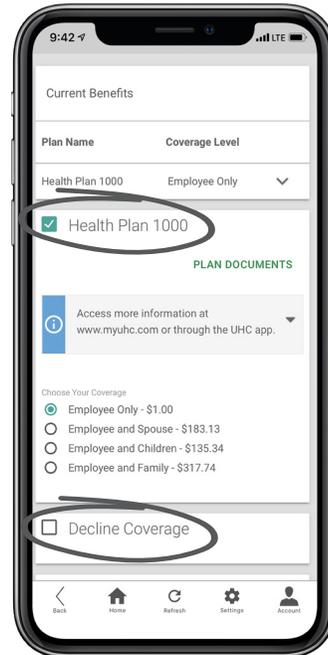
to Enroll in Benefits

## Benefits



### STEP 3

After reading each benefit plan, choose your coverage, then elect 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.
- As you go through the enrollment process, your selections will display and add up on the benefits summary tracker to the right.

# EMPLOYEES

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