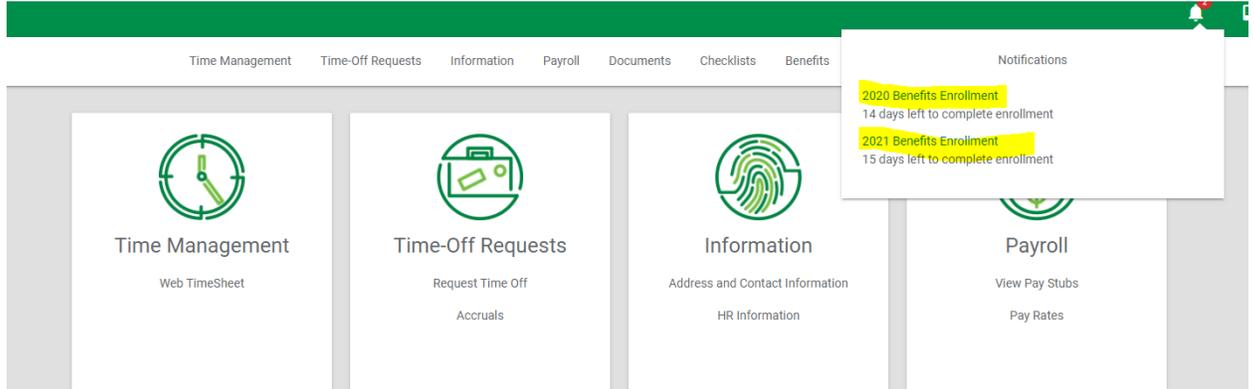


Open Enrollment Instructions

- Log into Paycom Employee Self Service



- To enroll in health Insurance, click into “2020 Benefits Enrollment”
- To enroll in dental and/or vision insurance and/or Supplemental Life Insurance, click into “2021 Benefits Enrollment”

2020 Enrollment for Health Insurance

- 1) Start Enrollment
- 2) Verify your contact information is correct → Next
- 3) Pre-Enrollment Questions
 - a. No → Save and Next → Enroll → Next

Pre-Enrollment Questions

Do you want to re-enroll in the same benefits you did last year?

No
 Yes

ADD

Name	Relationship	Dependent	Beneficiary	Documents
No Records Found				

PREVIOUS SAVE AND NEXT

Medical

Copay Plan

Choose Your Coverage

- Employee Only - \$67.87
- Employee and Spouse - \$356.30
- Employee and Children - \$296.91
- Employee and Family - \$517.48

High Deductible Health Plan

Choose Your Coverage

- Employee Only - \$70.82
- Employee and Spouse - \$297.44
- Employee and Children - \$247.87
- Employee and Family - \$360.00

Decline Coverage

- 4) → Choose the plan you would like to enroll in by checking the box next to the plan name → Choose your coverage (employee only, employee and spouse, employee and child(ren), or Family) → Enroll →* If you are adding children or a spouse, add the dependent information → Next → Confirm your information is correct, Finalize
- a. If you are choosing to decline coverage, please check “decline” and finalize

2021 Enrollment for Dental, Vision and Supplemental Life Insurance

Start Enrollment → Verify your personal information is correct, Next →

Pre-Enrollment Questions

Do you want to re-enroll in the same benefits you did last year?

- No
- Yes

Name	Relationship	Dependent	Beneficiary	Documents
No Records Found				

- a. To enroll in the same plan as last year → Yes → Save and Next → Next → Confirm the information is correct → Finalize
- b. To make a change from last year → No → Save and Next → Enroll → Next →

The screenshot shows two benefit selection cards. The first card is for 'Dental' and the second is for 'Vision'. Each card has a green header, a radio button for 'Enroll' (which is selected), and a radio button for 'Decline'. Below the cards is a green 'NEXT' button.

Choose “Enroll” next to the benefit you would like to sign up for → Next

The screenshot shows the 'Dental' plan selection screen. It features a yellow square icon next to the word 'Dental' and a 'PLAN DOCUMENTS' link. Under the heading 'Choose Your Coverage', there are four radio button options: 'Employee Only - \$8.40' (selected), 'Employee and Spouse - \$16.80', 'Employee and Children - \$22.31', and 'Employee and Family - \$30.13'.

→ Check the box next to dental if you'd like to enroll in the dental plan → Choose your coverage (employee only, employee and spouse, employee and child(ren), or Family) → Enroll → * If you are adding children or a spouse, add the dependent information → Next → Confirm your information is correct, Finalize

→ Choose the vision plan you would like to enroll in, check the box next to the plan name

The screenshot shows two vision plan selection screens. The first is for 'Focus Vision Plan' with a yellow square icon and a 'PLAN DOCUMENTS' link. Under 'Choose Your Coverage', the options are: 'Employee Only - \$4.26' (selected), 'Employee and Spouse - \$9.18', 'Employee and Children - \$7.43', and 'Employee and Family - \$12.35'. The second screen is for 'View Pointe Vision' with a yellow square icon and a 'PLAN DOCUMENTS' link. Under 'Choose Your Coverage', the options are: 'Employee Only - \$4.26' (selected), 'Employee and Spouse - \$9.18', 'Employee and Children - \$7.43', and 'Employee and Family - \$12.35'.

→ Choose your coverage (employee only, employee and spouse, employee and child(ren), or Family) → Enroll →* If you are adding children or a spouse, add the dependent information → Next → Confirm your information is correct, Finalize

Life Insurance

-If you are enrolling in supplemental insurance for the first time, you must complete a Group Term Life Evidence of Insurability Form

- Paycom ESS → Benefits → Benefit Forms and Links.

The screenshot shows a form for 'Supplemental Life Child 2020'. It includes a 'PLAN DOCUMENTS' link in the top right. The form displays the following information: Employee Per-Pay-Period-Amount: N/A; Total Life Policy Amount: \$0.00; Guarantee Issue Amount: \$0.00 with a help icon. Below the form is a section with a checkbox labeled 'Decline Coverage'.

→ Check the box next to 'supplemental life child' if you would like to sign up for life insurance or decline

* CHILD: You must elect Supplemental Life for yourself in order to elect child coverage. You may elect a maximum of \$10,000 per child unit for children from live birth to age 26.

The screenshot shows a form for 'Supplemental Life Insurance'. It includes a 'PLAN DOCUMENTS' link in the top right. The form displays the following information: Employee Per-Pay-Period-Amount: \$0.82; Total Life Policy Amount: \$25,000.00 with a dropdown arrow; Guarantee Issue Amount: \$25,000.00 with a help icon. Below the form is a section with a checkbox labeled 'Decline Coverage'.

→ Check the box next to 'supplemental life insurance' if you would like to sign up for life insurance or decline

* EMPLOYEE: You may elect increments of \$25,000 to a maximum of the lesser of five (5) times your basic earnings OR \$250,000. The guaranteed issue amount is \$250,000. Amounts to excess of \$250,000 will need to satisfy Evidence of Insurability. If you are

enrolling in supplemental employee insurance in 2021, you can reduce your guaranteed issue benefit, maintain the same guaranteed issue benefit, or increase by \$25,000 only.

*** Example: In 2020, if an employee enrolled in \$25,000 supplemental life, the employee can increase to \$50,000 supplemental life in 2021.**

Supplemental Life Spouse 2021 PLAN DOCUMENTS

Employee Per-Pay-Period-Amount
\$0.78

Total Life Policy Amount
\$25,000.00

Guarantee Issue Amount 
\$25,000.00

Decline Coverage

→ Check the box next to ‘supplemental life spouse’ if you would like to sign up for life insurance or decline

* SPOUSE: You must elect Supplemental Life for yourself in order to elect spouse coverage. You may elect a maximum of \$25,000, not to exceed 50% of the employee’s approved supplemental life amount. The guaranteed issue amount is \$25,000.