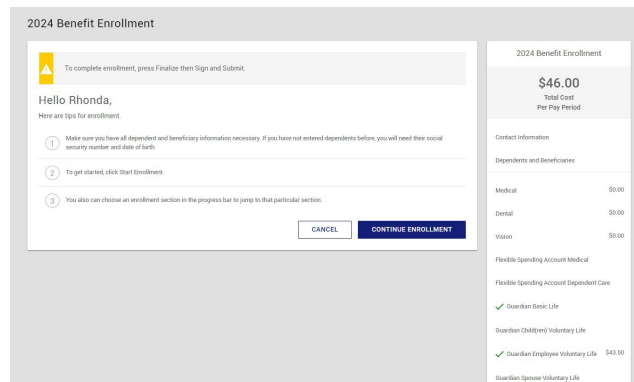# How to do Open Enrollment through Paycom

 You must know your dependents and/or beneficiaries before you start this process. Their name, address, social security number, and date of birth. The social security number can be skipped but you will need it at some point later.

1. Login to Paycom

2. At the top right of the home screen, there is a bell symbol and it will probably have a red number next to it. Click on it.

3. A drop-down box will appear with the words "2024 Benefits Enrollment". Under those words it will tell you how many days you have to complete enrollment. Click on the 2024 Benefit Enrollment words.

4. A screen will come up with your name, some tips for enrollment and what you elected to have taken out of your paycheck LAST YEAR. (See screenshot).

5. Click on the blue CONTINUE ENROLLMENT box
6. It is important to double-check your contact information page. Make sure the correct primary phone number is entered and that you have not moved and forgotten to update your information.

   a. If you need to change something on this screen, click on EDIT. Make your changes and click UPDATE. Please make sure that your emergency contact is correct with a working phone number. You cam make changes by clicking on the pencil icon.

   A two factor authentication may pop-up to make sure it is you making any changes.

7. If everything is correct, click NEXT

8. THIS IS VERY IMPORTANT!! A pre-enrollment question screen will pop up. Please check NO, so you can review the new offerings that OATS Transit has this year. This will help update costs associated with what you are electing to take in 2024. Your dependents and/or beneficiaries will also be listed here, if you chose any last year. You can add or edit your dependents and/or beneficiaries here

9. If everything is correct, then click on SAVE AND NEXT

10. The Medical options screen should come up. To view the plan documents, they are located in the upper right corner of the offering box. (see screen shot).

11. Make your choice and click ENROLL. If you should not want the coverage, at the bottom, there is a place to DECLINE COVERAGE.

12. After clicking on ENROLL or DECLINE COVERAGE, another screen will appear for each of the items listed in the box to the far right of the screen. You will see a green checkmark for the items that you choose or a red X for items you declined.

13. Once you are through the list of benefits, please review what you have chosen or declined.   If you are satisfied, then click on the blue FINALIZE button. You will be able to review your coverages several times throughout this process.