
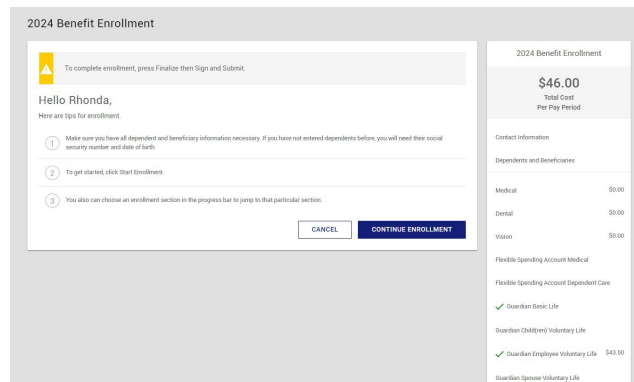


How to do Open Enrollment through Paycom



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).



2024 Benefit Enrollment

To complete enrollment, press Finalize then Sign and Submit.

Hello Rhonda,

Here are tips for enrollment:

- 1 Make sure you have all dependent and beneficiary information necessary. If you have not entered dependents before, you will need their social security number and date of birth.
- 2 To get started, click Start Enrollment.
- 3 You also can choose an enrollment section in the progress bar to jump to that particular section.

CANCEL CONTINUE ENROLLMENT

2024 Benefit Enrollment

\$46.00
Total Cost
Per Pay Period

Contact Information

Dependents and Beneficiaries

Medical \$0.00
Dental \$0.00
Vision \$0.00

Flexible Spending Account Medical
Flexible Spending Account Dependent Care

Guardian Basic Life
 Guardian Child(ren) Voluntary Life
 Guardian Employee Voluntary Life \$43.50
 Guardian Spouse Voluntary Life

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 can 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).

The screenshot displays two plan offerings in a list. The first offering is 'Anthem Blue Access HSA S3200'. It includes a 'PLAN DOCUMENTS' link in the top right corner, highlighted by a red arrow. Below the plan name is a scrollable text area with a blue header and a circular icon containing a 'P'. The text describes the HSA contribution and the Payment card. Below this is a 'Choose Your Coverage' section with four radio button options: 'Employee Only - \$45.00' (selected), 'Employee and Spouse - \$385.00', 'Employee and Children - \$326.50', and 'Employee and Family - \$679.00'. The second offering is 'Anthem Blue Preferred PPO', also with a 'PLAN DOCUMENTS' link in the top right corner, highlighted by a red arrow. It includes a scrollable text area with a blue header and a circular icon containing a 'P', providing information about the plan and the Payment card.

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.