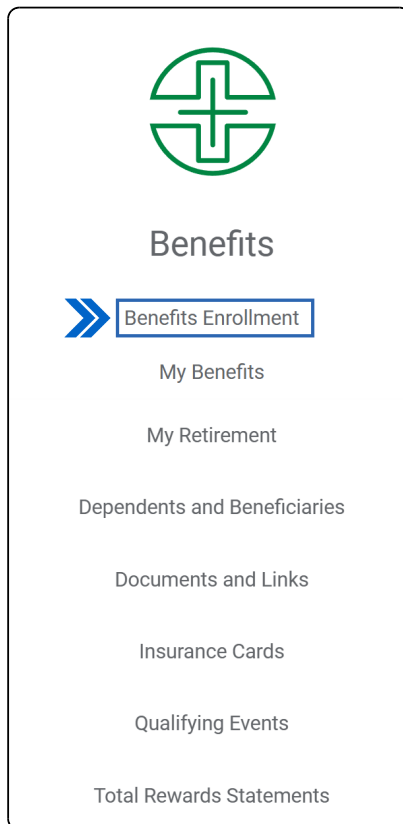
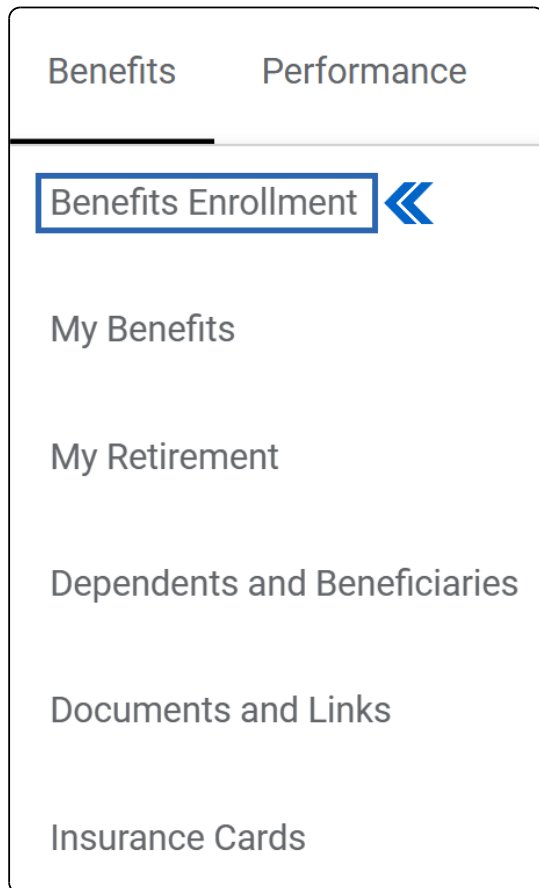


Enroll in Benefits

If you are eligible, you can enroll using the Benefits tile. Click "Benefits Enrollment."



For your convenience, you can also access this using the navigation bar at the top of the page.



On the Benefits Enrollment tab, you'll see all available and current enrollments. To begin, click "Start."

Benefits

Benefits Enrollment

My Benefits

My Retirement 1

Dependents and Beneficiaries

Documents and Links

Insurance Cards

Qualifying Events

Total Rewards Statements

Benefits Enrollment

2025 Enrollment

30 DAYS REMAINING

\$0.00 PER PAY PERIOD

0%

You'll see a welcome message with instructions. Click "Next" to continue.

2025 Benefit Enrollment

\$0.00

Total Per Pay Period

Welcome

Personal Information

Pre-Enrollment Questions

Dependents and Beneficiaries

Benefits Plans

Health Savings Account

Declined

Review and Finalize

Welcome Charlotte Carr,

You have 275 days to edit enrollment.

Congratulations - you've successfully completed your annual benefits enrollment. We appreciate the time you took to review and update your benefits to ensure they continue to meet your needs.

You should now have access to your personalized benefits confirmation statement, which outlines the details of your enrollment. Please take a few minutes to review this statement carefully to ensure everything is accurate.

If you have any questions or concerns about your benefits, our benefits team is here to help. We're committed to supporting your well-being and want to ensure you have everything you need to take advantage of your benefits.

Some important next steps to keep in mind:

- Verify your benefits deductions on your next pay stub to ensure everything is accurate
- Take advantage of our wellness programs and resources to support your physical and mental health
- Reach out to our benefits team if you have any questions or need assistance throughout the year

Thank you for being part of the Paycom University team. We're grateful to have you on board and look forward to continuing to support your well-being in the years to come.

Previous

Save and Exit

First, you will 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.



2025 Benefit Enrollment

\$0.00

Total Per Pay Period

Welcome

Personal Information

Pre-Enrollment Questions

Dependents and Beneficiaries

Benefits Plans

Review and Finalize

Personal Information

Name

CHARLOTTE H. CARR

Date of Birth

10/04/1993

Address

Country

United States of America (USA)

Street Address

123 BLUEBIRD RD

Apt / Suite / Other

City

OKLAHOMA CITY

State / Territory

OK

ZIP Code

73130

Phone

+1 (405) 249-8636

Work Email

chelsi.carr@paycomonline.com

Previous

Save and Exit

Next

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

2025 Benefit Enrollment

\$0.00

Total Per Pay Period

Welcome

Personal Information

Pre-Enrollment Questions

Dependents and Beneficiaries

Benefits Plans

Review and Finalize

Pre-Enrollment Questions

Are you a tobacco user?

☐ Yes
 ☒ No

Previous

Save and 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.



2025 Benefit Enrollment

\$0.00

Total Per Pay Period

Welcome

Personal Information

Pre-Enrollment Questions

Dependents and Beneficiaries

Benefits Plans

Medical

Voluntary Life - Employee

Basic Life

Other

Disability

Review and Finalize

Dependents and Beneficiaries

Add Recipient

You may add or edit dependents and beneficiaries at anytime. Only dependents and beneficiaries not associated with an active plan can be deleted.

Berkleigh Carr Dependent and Beneficiary	Relationship Child	Date of Birth 04/22/2018
Cohen Carr Dependent and Beneficiary	Relationship Child	Date of Birth 11/27/2009
Hudson Carr Dependent and Beneficiary	Relationship Child	Date of Birth 07/28/2024
John Carr Dependent and Beneficiary	Relationship Spouse	Date of Birth 09/15/1990

Previous

Save and Exit

Next

You will be guided through the enrollment process for each of your available benefit plans. Click "Select Plan" to enroll in a plan. Check the "Decline Coverage" checkbox to decline the plan. When complete, click "Next."

2025 Benefit Enrollment

\$0.00

Total Per Pay Period

Welcome

Personal Information

Pre-Enrollment Questions

Dependents and Beneficiaries

Benefits Plans

Medical

Voluntary Life - Employee

Basic Life

Other

Disability

Review and Finalize

Medical

Plans Documents Compare Plans

Decline coverage

BCBS Gold PPO

Tobacco User

Yes

No

Dependents

Berkleigh Carr x

Cohen Carr x

Hudson Carr x

John Carr x

Add Dependent

Physicians

No Physicians Added

Add Physician

\$292.51

PER PAY PERIOD

Employee and Family

Plan Details

Select Plan

Previous

Save and Exit

Next

When you've made your selections, review your plans and then draw or type your signature to agree to the enrollment. Then click "Finalize."

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.

11-03-2025 13:55:42

5

Sign and Finalize

To complete your enrollment, add your signature and click finalize enrollment below to confirm your benefit elections.

Draw

Type

Style ▼

Charlotte Carr

Sign and Finalize

Have questions before finalizing? [Ask Here](#)

Save and Exit

Finalize

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 "Edit" to add more. Once your beneficiaries have been added, you have three options for beneficiary type.

2025 Benefit Enrollment

\$522.45

Total Per Pay Period

Welcome ✓

Personal Information ✓

Pre-Enrollment Questions ✓

Dependents and Beneficiaries ✓

Benefits Plans ✓

Medical \$292.51 ✓

Voluntary Life - Employee \$18.46 ✓

Basic Life \$0.00 ✓

Flexible Spending Account Medical \$165.00 ✓

Other \$0.00 ✓

Disability \$46.48 ✓

Review and Finalize

Life

Plans Documents

☐ Decline coverage

Basic Life ✓ Selected ^

Total Life Policy Amount \$10,000.00

Beneficiaries

Primary John Carr 100.00%

Secondary

Berkleigh Carr 33.34%

Cohen Carr 33.33%

Hudson Carr 33.33%

Edit

\$0.00 PER PAY PERIOD

Plan Details

Deselect Plan

Previous

Save and Exit

Next

- **Primary Beneficiary:** The first person or people you name to receive proceeds from your insurance policy upon your death.

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.

11-03-2025 13:55:42

6

- **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.

If you want to contribute to a health savings account, select whether it will be for an individual or family, then enter the Per Pay Period Amount you wish to contribute. The Annual Contribution Amount automatically calculates. Check the "Decline Coverage" checkbox to decline the health savings account.

2025 Benefit Enrollment

\$229.94

Total Per Pay Period

Welcome

Personal Information

Pre-Enrollment Questions

Dependents and Beneficiaries

Benefits Plans

Medical

\$0.00 ✓

Health Savings Account

Flexible Spending Account

\$165.00 ✓

Medical

Disability

\$46.48 ✓

Voluntary Life - Employee

\$18.46 ✓

Basic Life

\$0.00 ✓

Other

\$0.00 ✓

Health Savings Account

PlansDocuments

☐ Decline coverage

Health Savings Account

Contribution Level

☒ Individual: \$0.00 - \$4,300.00
 ☐ Family: \$0.00 - \$8,550.00

Per Pay Period Amount

\$

Annual Contribution Amount

\$

Plan YTD Contribution

\$0.00

Plan Details

Select Plan

Previous

Save and Exit

Next

As you progress through the enrollment process, you can keep track of which benefits you have elected or declined from the Progress Bar on the left side of the screen. Green check marks mean you have enrolled, and the cost appears in the column to the right of the plan name. "Declined" appears in the cost column if you decline the plan. You can make edits to a plan by clicking the plan name.

All plans not selected will be declined.

2025 Benefit Enrollment

\$444.94

Total Per Pay Period

Welcome

Personal Information

Pre-Enrollment Questions

Dependents and Beneficiaries

^
Benefits Plans

Medical
\$0.00

Health Savings Account
\$215.00

Flexible Spending Account
\$165.00

Medical
\$46.48

Disability
\$18.46

Voluntary Life - Employee
\$0.00

Basic Life
\$0.00

Other
\$0.00

Review and Finalize

Click "Next" to see the benefits you've chosen to enroll in at a glance. This will give you the following important information all on one screen.

- **Benefit Plan:** Displays the type of coverage involved.
- **Coverage:** Indicates who will be covered, such as "Employee Only" or "Employee & Children."
- **Cost:** In the bottom, right-hand side of the box, you will see the cost per month for each insurance coverage.

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."

To edit your coverage, click the blue hyperlink. Once you are satisfied with your selections, draw or type your signature and click "Finalize."

Review and Finalize

If you are satisfied with your enrollment, click Finalize then Sign and Submit to complete enrollment.

In Progress

Basic Life

Coverage Level	Dependents	Price	View Details
\$10,000.00	0	\$0.00	

FSA Medical

Coverage Level	Dependents	Price	View Details
-	0	\$165.00	

Health Savings Account

Coverage Level	Dependents	Price	View Details
Family - \$4,300.00	0	\$215.00	

Long-Term Disability

Coverage Level	Dependents	Price	View Details
\$5,999.99	0	\$11.86	

Pet Insurance

Coverage Level	Dependents	Price	View Details
-	0	\$0.00	

Short-Term Disability

Coverage Level	Dependents	Price	View Details
\$900.00	0	\$34.62	

United Healthcare 1800/0/0 HDHP

Coverage Level	Spousal Surcharge	Dependents	Price	View Details
Employee and Family	No	4	\$0.00	

Voluntary Life - Employee

Coverage Level	Dependents	Price	View Details
\$500,000.00	0	\$18.46	

Declined

United Healthcare 1000/40/500

BCBS Blue PPO

Sign and Finalize

To complete your enrollment, add your signature and click finalize enrollment below to confirm your benefit elections.

Draw

Type

X Clear

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.

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

2025 Enrollment

Review and Finalize

You've completed your 2025 Enrollment!

ESSNavigationDefaultMessageConfirmationAfter

Return to Review

Exit

Benefits Questions? [Ask Here](#)

When to expect your Benefits

Basic Life

Effective Date

January 1, 2025

Dependents

0

Days Left to Edit

29

FSA Medical

Effective Date

January 1, 2025

Dependents

0

Days Left to Edit

29

Health Savings Account

Effective Date

January 1, 2025

Dependents

0

Days Left to Edit

29

Long-Term Disability

Effective Date

January 1, 2025

Dependents

0

Days Left to Edit

29

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.

11-03-2025 13:55:42

11