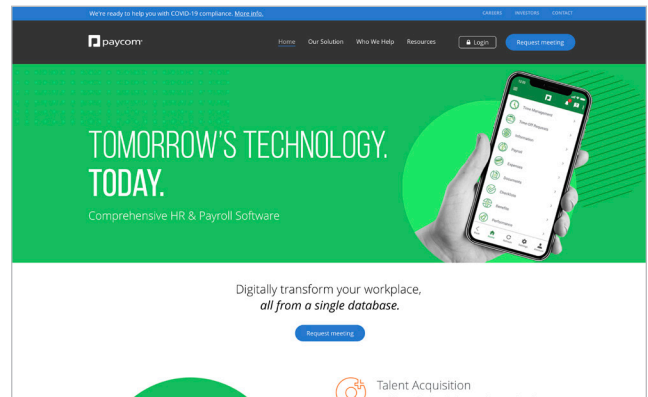


Inscripción En Línea a Través de Paycom

Siga los pasos a continuación para inscribirse en línea en nuestros planes de beneficios.

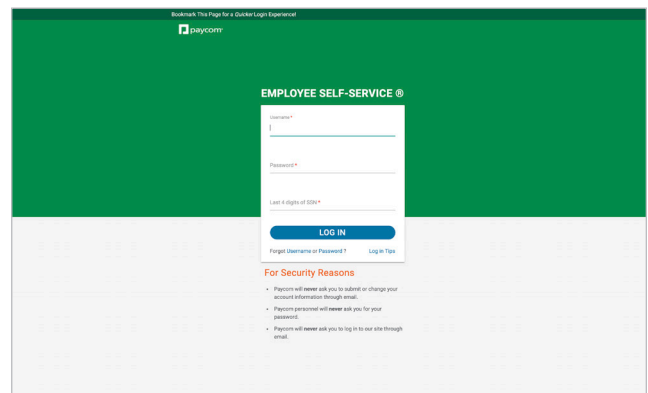


Vaya a www.Paycom.com. Pase el cursor sobre “Login” y seleccione “Employee” en el menú desplegable

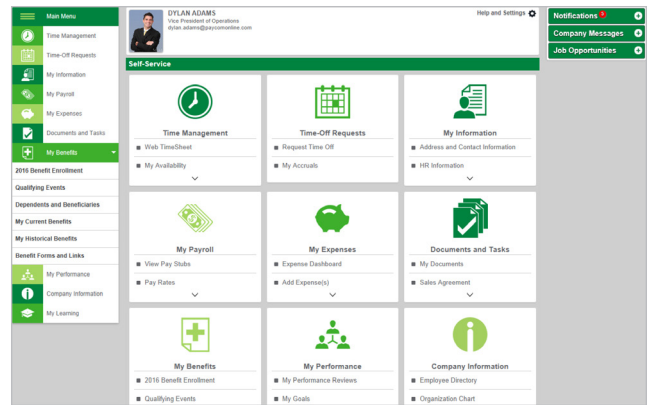


Ingresa su Nombre de usuario, contraseña y los últimos cuatro dígitos de su número de Seguro Social. Luego, seleccione “Log In.”

Una vez que haya iniciado sesión en el sitio web, puede revisar sus opciones de plan, elegibilidad y más.

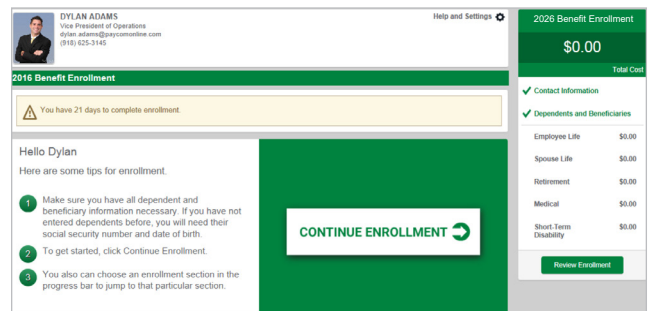


Después de iniciar sesión en el Autoservicio del Empleado, si usted es elegible para inscribirse, tendrá una opción bajo el recuadro “My Benefits” para ser llevado por el proceso de inscripción.



La primera pantalla que se ve proporciona una explicación del proceso de inscripción. La barra de progreso en el lado derecho de la pantalla mostrará una lista de los beneficios en los que usted es elegible para inscribirse. Seleccione “Start Enrollment” para iniciar el proceso de inscripción.

Tenga en cuenta: Si necesita abandonar la página y continuar el proceso de inscripción más tarde, tiene esa opción. Una vez que haya iniciado sesión, simplemente seleccione “Continue Enrollment.” Si ya ha realizado sus elecciones, el total se mostrará en la barra de “Benefit Enrollment”.



La primera pantalla en el proceso de inscripción le dará la oportunidad de actualizar su información de contacto, así como agregar cualquier dependiente que desee inscribir en un plan. Actualice su información personal primero, si es necesario, y luego seleccione “Next.”

A continuación, se le guiará a través del proceso de inscripción para cada uno de sus planes de beneficios disponibles. En este primer ejemplo, lo guiaremos a través del proceso para inscribirse en un plan médico.

Cada pantalla de beneficios tendrá dos casillas de verificación: una para inscribirse y otra para rechazar. Puede revisar los detalles de este plan en la sección “Plan Description”. Si hay formularios o enlaces adjuntos a este plan, se ubicarán en la opción desplegable de “Plan Description”.

Si ha elegido un nivel de cobertura que tiene dependientes (por ejemplo, Empleado y Cónyuge, Empleado e Hijos o Empleado y Familia), seleccionará/ingresará esos en la siguiente pantalla. Marque las casillas junto a los dependientes que se incluirán en este plan o seleccione “Add Dependent” para agregar dependientes adicionales que no estén en la lista. Una vez que ha terminado, seleccione, “Enroll.”

Si está agregando a un nuevo dependiente, ingrese su información y seleccione “Add Dependent.”

Una vez que ha terminado, seleccione “Enroll.”

Continúe con el proceso de inscripción eligiendo si desea inscribirse (“enroll”) o rechazar (“decline”) la cobertura en cada uno de los planes disponibles.

A medida que avanza en el proceso de inscripción, puede realizar un seguimiento de los beneficios que ha elegido o rechazado desde la Barra de Progreso en el lado derecho de la pantalla. Las marcas de verificación verdes significan que se ha inscrito, y el costo estará en la columna a la derecha del nombre del plan. Una “X” roja significa que seleccionó rechazar el plan. Puede realizar ediciones en un plan haciendo clic en el nombre del plan.

2026 Benefit Enrollment

\$284.32

Total Cost

- ✓ Contact Information
- ✓ Dependents and Beneficiaries
- ✓ Employee Life \$34.32
- ✗ Spouse Life \$0.00
- ✓ Retirement \$50.00
- ✓ Medical \$200.00
- Short-Term Disability \$0.00

Review Enrollment

Una vez que haya hecho una selección para cada plan, se le llevará a la pantalla “Benefit Plan Review” (Revisión del Plan de Beneficios). Esto le dará una instantánea de los planes para los que ha elegido inscribirse. Seleccione cualquier enlace de la Barra de Progreso para realizar cambios. Una vez que esté satisfecho con sus selecciones, marque “Complete Enrollment.”

Benefit Plan Selection Review

Employee Life

Employee Cost	\$0.00
Pre-Tax	Yes
Effective Date	12/01/2016
Coverage	\$114400.00
Status	Requested
	\$34.32

Retirement Plan

Employee Cost	\$0.00
Pre-Tax	Yes
Effective Date	12/01/2016
Status	Requested
	\$50.00

Medical Plan

Employee Cost	\$0.00
Pre-Tax	Yes
Effective Date	12/01/2016
Coverage	Employee and Spouse
Status	Requested
	\$200.00

Complete Enrollment

Una ventana emergente le pedirá que confirme si desea completar la inscripción. Nota: Se rechazarán todos los planes a los que no esté inscrito. Seleccione “OK” para continuar.

Confirm

Please review your plan selections before you continue. All plans not enrolled in will be declined.

Cancel **OK**

Benefit Plan Selection Review

Employee Life

Employee Cost	\$0.00
Pre-Tax	Yes
Effective Date	12/01/2016
Coverage	\$114400.00
Status	Requested
	\$34.32

Retirement Plan

Employee Cost	\$0.00
Pre-Tax	Yes
Effective Date	12/01/2016
Status	Requested
	\$50.00

Medical Plan

Employee Cost	\$0.00
Pre-Tax	Yes
Effective Date	12/01/2016
Coverage	Employee and Spouse
Status	Requested
	\$200.00

Complete Enrollment

Cuando seleccione “Complete Enrollment”, se le llevará a la pantalla “Sign and Submit” (Firmar y Enviar). Una página de confirmación imprimible está disponible para usted. Una vez que esté listo para enviar su inscripción, haga clic en “Sign and Submit.”

¡Felicitaciones! Su inscripción ya está completa. La siguiente pantalla proporcionará un resumen de sus elecciones, incluyendo quién está cubierto bajo cada plan y sus beneficiarios nombrados. Para salir, seleccione “Return Home”. Para imprimir una página de confirmación, seleccione el icono de impresora en la parte superior de la pantalla.

Sign and Submit

Benefit Confirmation / Deduction Authorization - ADAMS, DYLAN

Employee Information

NAME	ADAMS, DYLAN
DOB	01/15/1985
SSN	000-00-0000
EMPLOYEE ID	00000000
STATUS	Full Time
DATE OF HIRE	12/01/2016
DATE OF LAST PROMOTION	12/01/2016
DATE OF LAST SALARY ADJUSTMENT	12/01/2016
DATE OF LAST BENEFIT REVIEW	12/01/2016
DATE OF LAST DEPENDENT REVIEW	12/01/2016
DATE OF LAST MEDICAL REVIEW	12/01/2016
DATE OF LAST VISION REVIEW	12/01/2016
DATE OF LAST DENTAL REVIEW	12/01/2016
DATE OF LAST LIFE REVIEW	12/01/2016
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