

1. Login to your employee self-service at Paycom.com  
<https://www.paycomonline.net/v4/ee/web.php/app/login>
2. In the upper right corner, you will see a notification bell. Click on the bell and then 2023 Benefit Enrollment and start enrollment.
3. To rollover your previous enrollments, you will select “yes” under the pre-enrollment questions.

## Pre-Enrollment Questions

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

- No  
 Yes

4. Review and confirm your contact information. If you need to make changes, click on edit. Otherwise, click next.
5. Review and confirm your beneficiaries. These will be used to add members to your insurance as well as designating your beneficiaries for the group life insurance provided by Communitas. Once complete, click save and next.
6. You must elect or decline the medical insurance.
  - a. If electing, you must provide your PCP first name, last name and provider ID.
  - b. If you are declining, you must provide a reason and your other insurance provider.
7. You must elect or decline the dental insurance.
8. You must elect or decline the vision insurance.
9. You need to select enroll for Life & AD&D Accidental and Life & AD&D Non Accidental. **This is paid for by Communitas, there is no charge for you.** You must select at least one primary beneficiary.
10. You must elect or decline the medical FSA. There is a minimum of \$100 and a maximum of \$3,050.
11. You must elect or decline the dependent care FSA. There is a minimum of \$100 and a maximum of \$5,000.
12. On the final page of enrollment, you will review and then click finalize. **You must select finalize to complete your enrollment.**