

Contributions

Kaiser Medical - Rates Per Check Per Payroll

Gold Plan

Employee Only	\$111.36
Employee + 1	\$260.42
Employee + 2 or more	\$372.03

Platinum Plan

Employee Only	\$164.40
Employee + 1	\$359.94
Employee + 2 or more	\$514.20

MetLife Dental - Rates Per Check Per Payroll

DHMO Plan

Employee Only	\$4.72
Employee + 1	\$9.02
Employee + 2 or more	\$15.86

High Option PPO Plan

Employee Only	\$19.22
Employee + 1	\$37.99
Employee + 2 or more	\$68.14

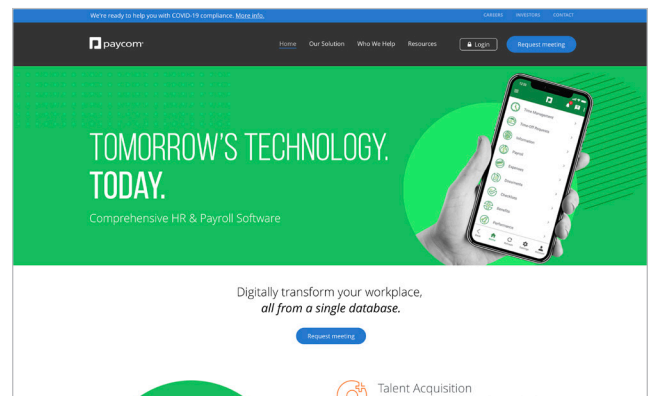
MetLife Vision - Rates Per Check Per Payroll

Employee Only	\$3.08
Employee + 1	\$4.66
Employee + 2 or more	\$8.23

Online Enrollment Through Paycom

Follow the steps below to enroll in our benefit plans online.

Go to www.Paycom.com. Hover over Login and select "Employee" from the drop down menu



Enter your Username, password and the last four digits of your Social Security number. Then select “Log In.”

Once you've logged into the website, you can review your plan options, eligibility and more.

The screenshot shows the Paycom Employee Self-Service login interface. It features a green header with the Paycom logo and a white login box. The login box contains fields for Username, Password, and Last 4 digits of SSN, followed by a LOG IN button. Below the login box, there are links for 'Forgot Username or Password?' and 'Log In Tips'. A section titled 'For Security Reasons' lists three bullet points: 'Paycom will never ask you to submit or change your account information through email.', 'Paycom personnel will never ask you for your password.', and 'Paycom will never ask you to log in to our site through email.'

After logging into Employee Self-Service, if you are eligible to enroll, you will have an option under the “My Benefits” tile to be taken through the enrollment process.

The screenshot shows the Paycom Employee Self-Service dashboard for Dylan Adams, Vice President of Operations. The dashboard is divided into several sections: 'Main Menu' on the left with links like Time Management, Time-Off Requests, My Information, My Plan, My Expenses, Documents and Tasks, and My Benefits; 'Self-Service' in the center with tiles for Time Management, Time-Off Requests, My Information, My Payroll, My Expenses, Documents and Tasks, My Benefits, My Performance, and Company Information; and a 'Notifications' bar on the right with links for Company Messages and Job Opportunities.

The first screen you see provides an explanation of the enrollment process. The progress bar on the right side of the screen will list the benefits in which you are eligible to enroll. Select “Start Enrollment” to begin the enrollment process.

Please Note: If you need to leave the page and continue the enrollment process later, you have that option. Once logged back in, simply select “Continue Enrollment.” If you’ve already made elections, the total will display in the Benefit Enrollment bar.

The screenshot shows the Paycom 2016 Benefit Enrollment screen for Dylan Adams. It features a progress bar at the top right indicating the enrollment status. The main content area includes a 'Hello Dylan' message, a list of tips for enrollment, and a large green button labeled 'CONTINUE ENROLLMENT'. On the right side, there is a '2016 Benefit Enrollment' section showing a total cost of \$0.00 and a list of benefits with their respective costs: Employee Life (\$0.00), Spouse Life (\$0.00), Retirement (\$0.00), Medical (\$0.00), and Short-Term Disability (\$0.00). A 'Review Enrollment' button is located at the bottom right.

The first screen in the enrollment process will give you the opportunity to update your contact information, as well as add any dependents you want to enroll into a plan. Update your personal information first, if necessary, and then select “Next.”

The screenshot shows the Paycom Contact Information form for Dylan Adams. The form includes fields for Employee Name, Birthdate, Tobacco User?, Primary Phone, Street Address, City, State, Zip, and a 'Next' button. The form is titled 'Contact Information' and includes a 'Previous' button at the bottom.

Next, you will be guided through the enrollment process for each of your available benefit plans. In this first example, we will walk you through the process to enroll in a medical plan.

Each benefit screen will have two check boxes: one to enroll and one to decline. You can review the details of this plan within the “Plan Description” section. If there are forms or links attached to this plan, they will be located in a “Plan Information” drop-down option.

If you have chosen a coverage level that has dependents (e.g., Employee and Spouse, Employee and Children or Employee and Family), you will select/enter those on the following screen. Check the boxes next to the dependents who will be included in this plan or select “Add Dependent” to add additional dependents not in the list. Once finished, select “Enroll.”


If you are adding a new dependent, enter their information and select “Add Dependent.”

Once finished, select “Enroll.”

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 right side of the screen. Green check marks mean you have enrolled, and the cost will be in the column to the right of the plan name. A red “X” means you selected to decline the plan. You can make edits to a plan by clicking the plan name.

2025 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	

Once you have made a selection for each plan, you will be brought to the “Benefit Plan Review” screen. This will give you a snapshot of the plans for which you have elected to enroll. Select any links from the Progress Bar to make changes. Once you are satisfied with your selections, check “Complete Enrollment.”



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[Help and Settings](#)

2025 Benefit Enrollment
\$284.32
 Total Cost

Benefit Plan Selection Review

Employee Life	Medical Plan	Retirement Plan
Employer Cost: \$0.00 Pre-Tax: Yes Effective Date: 12/01/2015 Status: Requested Cost: \$34.32	Employer Cost: \$0.00 Pre-Tax: Yes Effective Date: 12/01/2015 Status: Requested Cost: \$200.00	Employer Cost: \$0.00 Pre-Tax: Yes Effective Date: 12/01/2015 Status: Requested Cost: \$50.00


[Complete Enrollment](#)

2025 Benefit Enrollment Summary

- ✓ **Check 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](#)

A pop-up window will ask you to confirm if you want to complete enrollment. Note: All plans not enrolled in will be declined. Select "OK" to continue.



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Confirm ✕

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

Benefit Plan Selection Review

Plan Category	Plan Name	Employee Cost	Employer Cost	Status
Employee Life	Pre-Tax	Yes		
	Effective Date	12/01/2016	Coverage \$114400.00	
	Status	Requested	\$34.32	
Retirement Plan	Pre-Tax	Yes		
	Effective Date	12/01/2016		
	Status	Requested	\$50.00	
Medical Plan	Pre-Tax	Yes		
	Effective Date	12/01/2016	Coverage Employee and Spouse	
	Status	Requested	\$200.00	

When you select “Complete Enrollment” you will be brought to the “Sign and Submit” screen. A printable confirmation page is available to you. Once you are ready to submit your enrollment, click “Sign and Submit.”

Congratulations! Your enrollment is now complete. The following screen will provide a recap of your elections, including who is covered under each plan and your named beneficiaries. To exit, select "Return Home." To print a confirmation page, select the printer icon at the top of the screen.

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