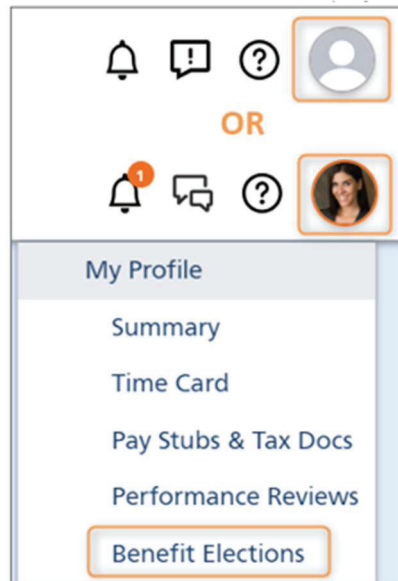
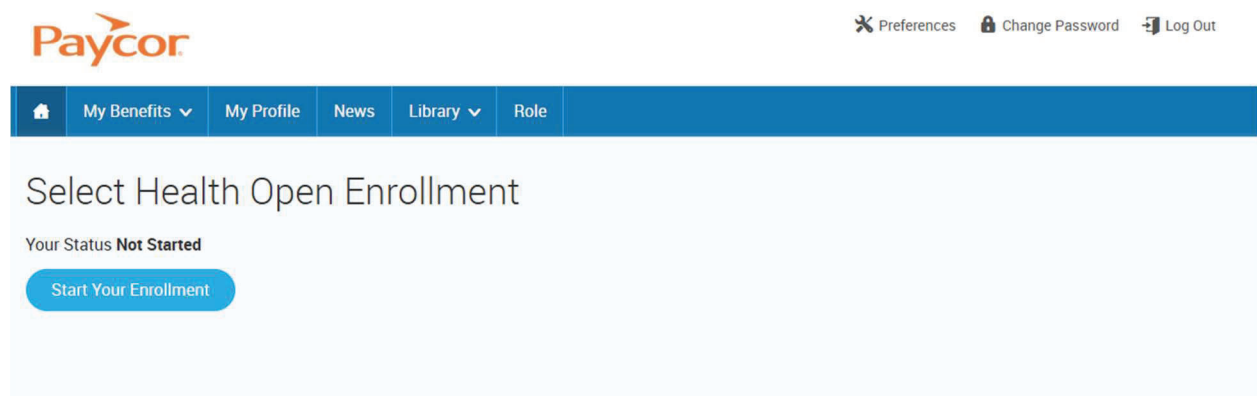


How to Enroll in Benefits- Open Enrollment:

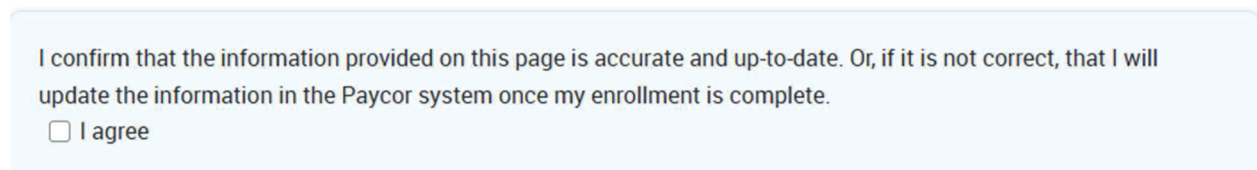
- 1) Log into your Paycor account.
- 2) In the upper right corner, click on your circle Profile Menu and then select “Benefit Elections”. This will direct you to your Benefits home screen.



- 3) Click the “Start Your Enrollment” button to begin.



- 4) The first step will be reviewing your Employee Information. Confirm all of your demographic information looks correct and scroll to the bottom. Check the “I agree” box and the scroll back to the top and select the blue “Continue” button on the right side of your screen.



- 5) Next, you will review your Family Information. Review the members listed and add a dependent if needed. Scroll to the bottom and check the “I agree” box and then scroll back to the top and select the blue “Continue” button.

I agree that the above information is accurate.

I agree

- 6) On the Questions screen, read through the consent statement and select the “I acknowledge” button.


* Fields are required

*I consent to receiving electronically the employee benefit plan-related disclosures to include: Medicare Part D Creditable Coverage Notice, HIPPA Comprehensive Notice of Privacy Policy and Procedures, Notice of Special Enrollment Rights, General COBRA Notice, Notice of Right to Designate Primary Care Provider and No Obligation of Pre-Authorization for OB/GYN Care, and Women’s Health and Cancer Rights Notice. I confirm that I can receive, retrieve and view the documents via the intranet. I understand that I have the right to request and obtain a paper version of any of these documents at no charge.

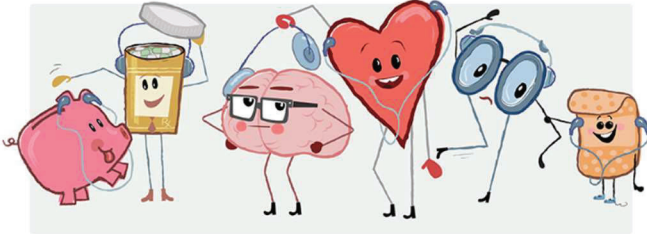
I Acknowledge

- 7) Answer the next 3 yes or no questions and then select the blue “Continue” button again.
8) Paycor has an “ask Emma” feature that will walk you step by step through your benefits enrollment and help explain each benefit. If you wish to enroll without assistance, select the “Enroll without Audio”.

Annual Open Enrollment



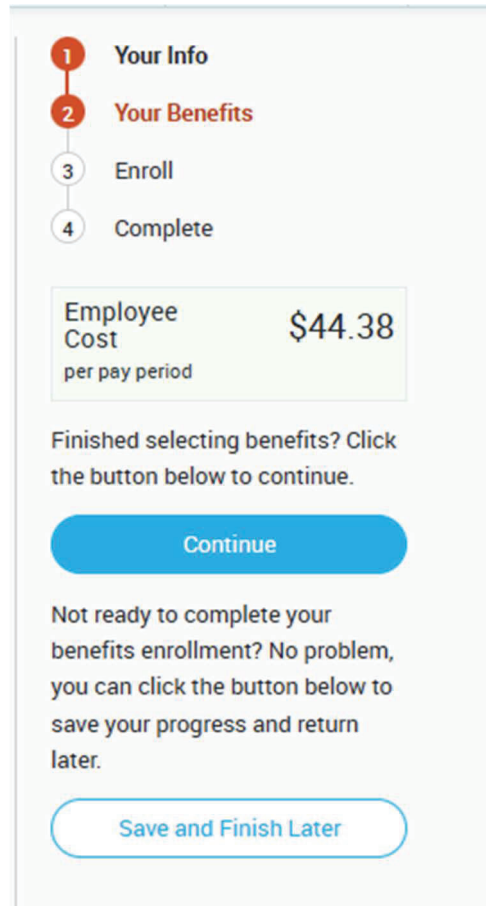
Get started with your benefits enrollment.



[Start with Audio](#)

[Enroll without Audio](#)

- 9) Next, you will enroll in your benefits. Review each benefit and select the blue “View Plan Options” button to make/change your election. Continue through each benefit until you have made all the elections you need. You will see your “Employee Cost per pay period” on the right side of the screen. Click the blue “Continue” button.
- *Note: You must review each benefit and make a select to either enroll or waive before you are able to continue.



The screenshot displays a vertical progress bar on the left with four steps: 1 Your Info, 2 Your Benefits (highlighted in red), 3 Enroll, and 4 Complete. Below the progress bar, a box shows the Employee Cost per pay period as \$44.38. Below this, there is a blue button labeled 'Continue' and a light blue button labeled 'Save and Finish Later'.

Employee Cost per pay period	\$44.38
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Finished selecting benefits? Click the button below to continue.

Continue

Not ready to complete your benefits enrollment? No problem, you can click the button below to save your progress and return later.


Save and Finish Later

- 10) Next, you will review your Beneficiary Information. You are required to add Primary Beneficiary to each applicable plan. Secondary Beneficiaries are optional.


11) Lastly, review all of your elections and beneficiaries. Please disregard the “Your Total Cost” as this doesn’t include all of your current benefit elections. The “Your total cost (pending approval)” is what your benefits will cost for 2025. After reviewing, select the blue “Complete Enrollment” button to submit.

Review and Confirm

Almost Finished!

 **Please Review All of Your Selections**

Once you have completed your review, click the “Complete Enrollment” button at the right side of the page.

Your Total Cost	\$44.13
	Per Pay Period
Your total cost (pending approval) 	\$299.12
	Per Pay Period

- 1 Your Info
- 2 Your Benefits
- 3 Enroll
 - Beneficiaries
 - Review and Confirm
- 4 Complete

[Complete Enrollment](#)