# Paycom – Benefits

Passive Enrollment 2025

Quick tips:

▶ Passive enrollment means you will retain your existing benefit selections for the upcoming year unless you decide to make changes.

▶ *La inscripción pasiva significa que mantendrás tus selecciones de beneficios existentes para el próximo año a menos que decidas realizar cambios.*

▶ We did not make any benefit plan changes for the 2025-2026 plan year. To review employee contribution changes or plan details, please navigate to our brand-new Benefits Landing Page, California: https://orionrisk.aleragroup.com/cleveland-ca/ AOS: https://orionrisk.aleragroup.com/cleveland-aos-2025/

▶ *No realizamos cambios en el plan de beneficios para el año 2025-2026. Para revisar cambios en las contribuciones de los empleados o detalles del plan, por favor dirígete a nuestra nueva Página de Destino de Beneficios,* California: https://orionrisk.aleragroup.com/cleveland-ca/ AOS: https://orionrisk.aleragroup.com/cleveland-aos-2025/

▶ This guide will provide you with all the information on our benefits and step-by-step guide to enrollment, should you elect to actively enroll.

▶ *Esta guía le proporcionará con toda la información de nuestros beneficios y un paso a paso para la inscripción, en caso de que decida inscribirse activamente.*

Select **Benefits**
Seleccione **Benefits**
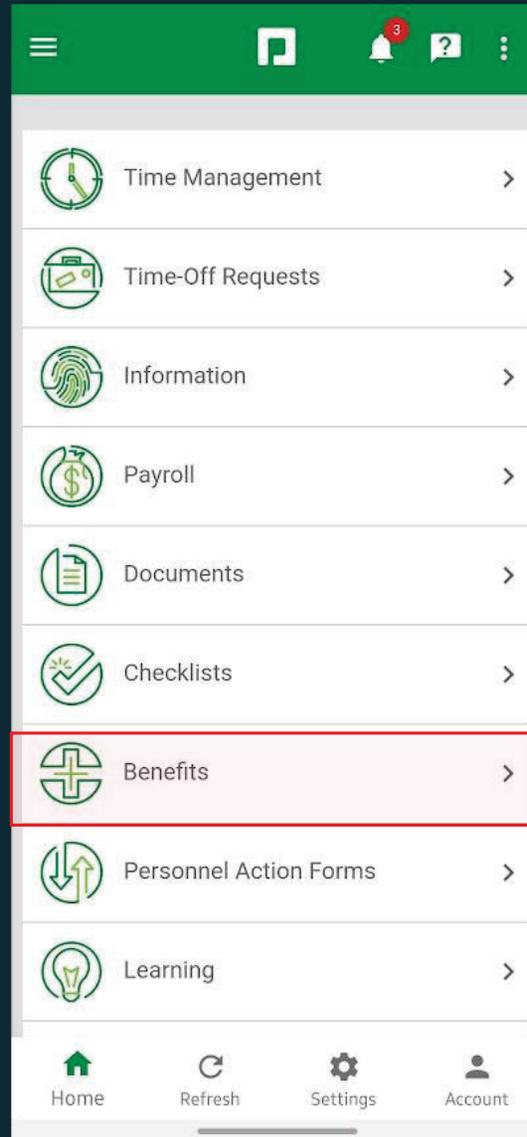
Select **2025 Benefits Enrollment**
Seleccione **2025 Benefit Enrollment**
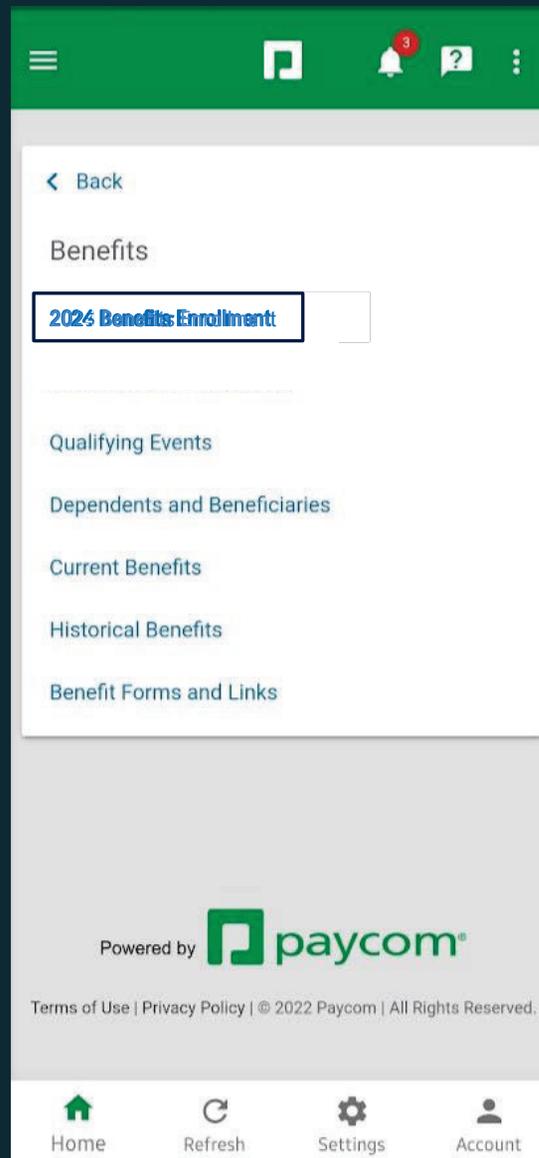
Choose Continue Enrollment
Elija continuar con inscripción

Eligibility Profile
California (CAL)

Preview Date
08/26/2024

Enrollment Year
2024

To complete enrollment, press Finalize then Sign and Submit.

Hello Amy,

Welcome to the Enrollment Process!

Friendly Warning! You will be required to "*Sign and Submit*" to confirm all the enrollment elections!

Here are a few tips to help you through the process!

1. When you see **Green** Check Marks during the enrollment process, this indicates either the benefits you elected **OR** 100% Employer Paid Benefits.
2. When you go through and "Decline" coverage for certain plans, a **red** X will appear after you decline!
3. If there is a benefit plan that requires a primary beneficiary, you **will** have to fill in this information before finalizing enrollment.

Bienvenido al Proceso de Inscripcion!

Atencion! Se le pedira que "*Firme y Envie*" para confirmar todas sus elecciones de beneficios!
Aqui hay algunos consejos para ayudarte durante el proceso!

1. Cuando vea marcas de verificacion **Verdes** durante el proceso de inscripcion, esto indica los beneficios elegidos por usted y/o beneficios pagados al 100% por la compañia.
2. Cuando termine de hacer sus elecciones y rechace ciertos beneficios, una X **Roja** aparecera despues de que las rechace.
3. Si hay algun beneficio que requiera un beneficiario principal, debera completer esta informacion antes de poder finalizar su inscripcion.

CONTINUE ENROLLMENT

Verify if your personal
information is correct
(all information must be updated
in order to receive important
information from insurance
providers)

Verificar si sus datos personales
son correctos
(toda la información debe estar
actualizada para recibir
información importante de los
proveedores de seguro)

To ensure prompt delivery of insurance materials and accurate recordkeeping for our carriers, please review the below information for accuracy and completeness.

If any information is no longer accurate, please update now.

Employee Name
ADAMS, AMY

Birth Date
01/01/1901

Tobacco User
○ Yes
● No

Primary Phone

Street Address
AMY ADAMS ST

Apt/Suite/Other

City
ADAMS

State
CALIFORNIA

Zip Code
92647

NEXT

PREVIOUS | EDIT | NEXT

Si no tiene dependientes ni beneficiarios enumerados, haga clic en "AGREGAR" para designar a estas personas para los distintos planes de beneficios. Muchos planes de vida requieren que incluya un beneficiario al inscribirse en el plan.

Preguntas Comunes

P: Que es un dependiente?
R: Un dependente es un individual que depende de la persona asegurada y por lo tanto, es eligible para la cobertura. Este suele ser un familiar como un hijo o pareja
P: Que es un beneficiario?
R: Para el Seguro, el beneficiario es la persona o entidad con derecho a recibir el monto de la reclamacion y otros beneficios a la muerte del benefactor o al vencimiento de la poliza. En muchos casos, un familiar o pariente cercano figura como el beneficiarios.
P: Puedo hacerme beneficiario?
R: Si! Empleado como Beneficiario: haga clic en Agregar, seleccione Beneficiario, en Relacion seleccione YO y Guardar!

If you do not have dependents or beneficiaries listed, please click **"ADD"** to designate these individuals for the various benefit plans. Many life plans require you to list a beneficiary upon enrollment in the plan.

Please ensure that your current Dependents and Beneficiaries have the most updated information. (SSN, Date of Birth, Relationship, Address etc.)

Common Questions
Q: What is a dependent?
A: A dependent is an individual who is dependent on the insured person and therefore is eligible for coverage. This is usually a spouse or child.

Q: What is a beneficiary?
A: For insurance, the beneficiary is the person or entity entitled to receive the claim amount and other benefits upon the death of the benefactor or on the maturity of the policy. In many cases, a spouse or close relative is listed as a beneficiary.

Q: Can I make myself a beneficiary?
A: Yes! *Employee as Beneficiary: Click Add, select Beneficiary, under Relationship select SELF and Save!*

ADD

Name	Relationship	Dependent	Beneficiary	Birth Date	Gender

ADD Dependents and Beneficiaries

AGREGAR Dependientes y Beneficiarios

View Detailed Enrollment

Please review your Benefit Elections.

If you need to make a change, select the plan from the sidebar on the right.

If no changes are required, please click the **"FINALIZE"** button located at the bottom of the Benefit Enrollment calculator. This will submit your elections to Human Resources for processing and approval.

Review all elected and declined benefits. Make sure all of your information is correct

At the top right corner, select "Review and Finalize," which will prompt you to sign and confirm your benefit election

Revise todos los beneficios elegidos y rechazados. Asegúrese de que toda su información sea correcta

En la esquina superior derecha, seleccionará "Revisar y finalizar", para que firme y confirme su elección de beneficios.

2021 Benefit Enrollment

Review and Finalize

REVIEW

View Detailed Enrollment

Congratulations! Your enrollment is complete. Below is a recap of your elections including who will be covered under each benefit plan and your named beneficiaries.

Employee Information

Employee Name
John Doe

Birthdate
07/10/1912

Gender
M

Home   Refresh   Settings   Account