to Add a Qualifying Event
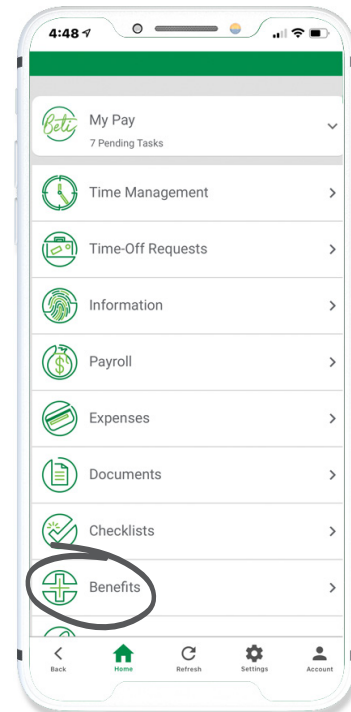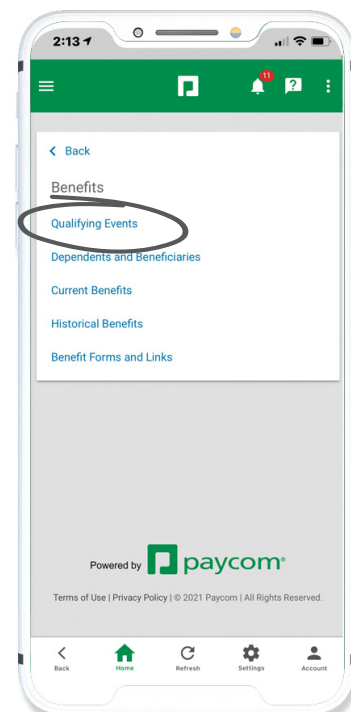### Benefits

STEP 1

Log into Employee Self-Service® from the Paycom app. Then, click "Benefits."

STEP 2

Then, click "Qualifying Events."

EMPLOYEES

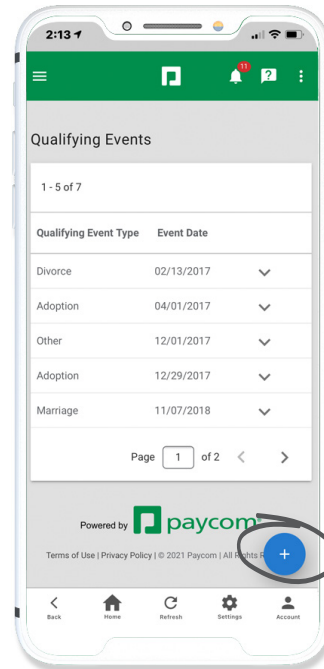Visit the Help Menu for the most up-to-date version of this guide.

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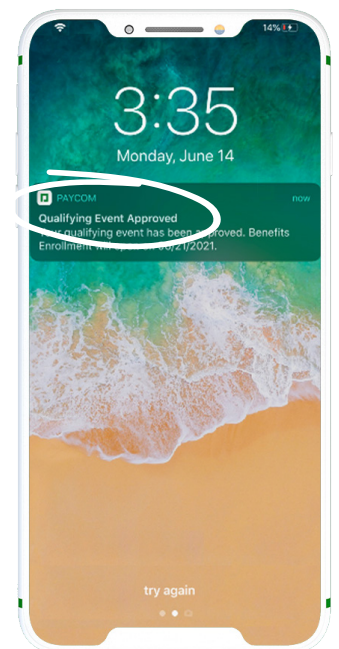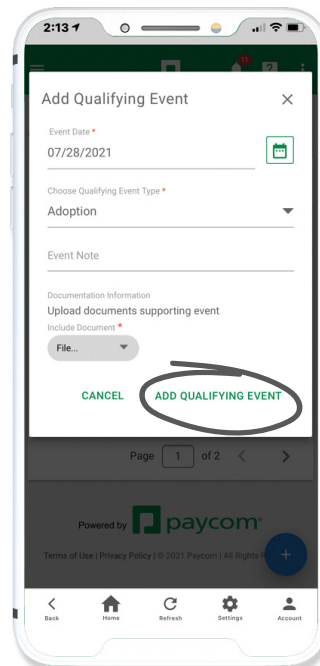## to Add a Qualifying Event
Benefits

> ## STEP 3
> Now, click the plus sign icon on the bottom right of the screen.

> ## STEP 4
> Add the Event Date, Type and any additional notes or fields. Then, click "Add Qualifying Event."
>
> *Your employer will review your qualifying event and approve it or follow up for more information.*

EMPLOYEES

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