

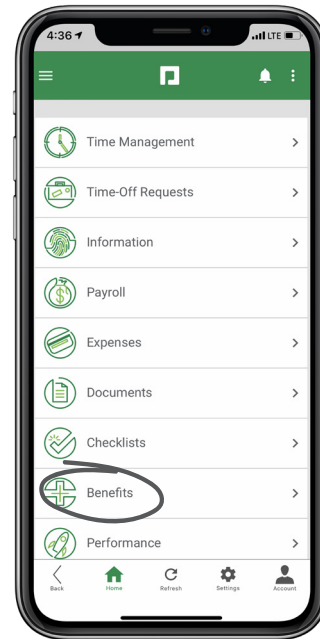
SHOW ME HOW

to Add or Edit a Beneficiary
My Benefits



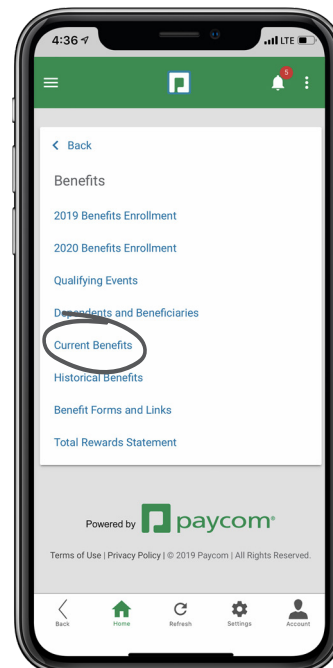
STEP 1

Log into the Paycom app and click "Benefits."



STEP 2

Then, click "Current Benefits."



EMPLOYEES

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



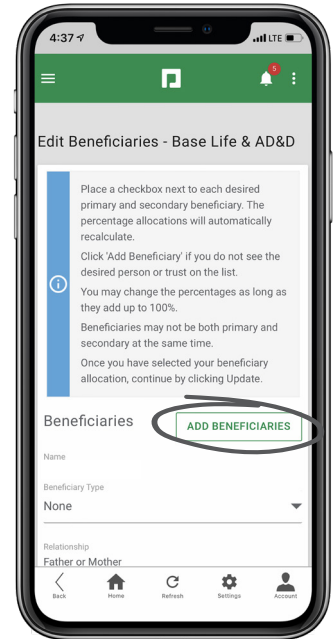
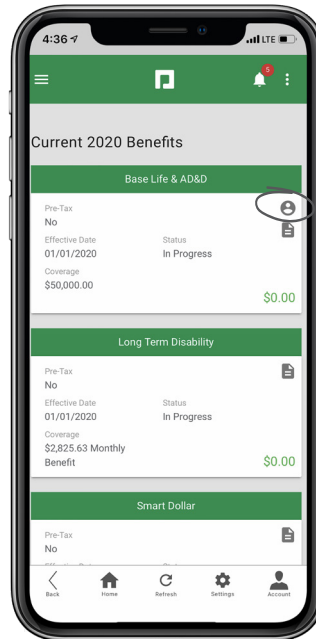
SHOW ME HOW

to Add or Edit a Beneficiary My Benefits



STEP 3

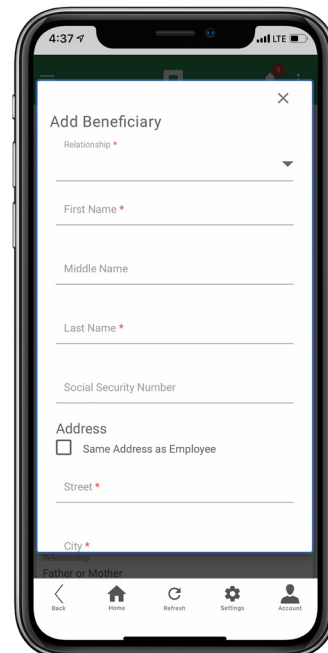
Then, click the person icon and click "Add Beneficiaries."



STEP 4

Enter the information for your beneficiary. Click "Update" when you're finished.

Follow this same process to edit a current beneficiary.



EMPLOYEES

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