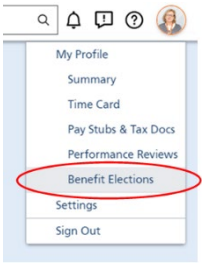
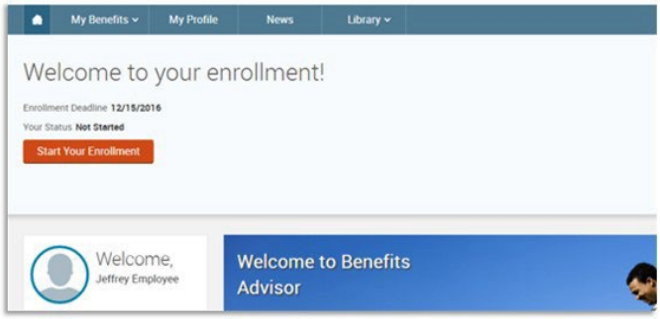
How to Self-Enroll in Your Employee Benefits with Paycor

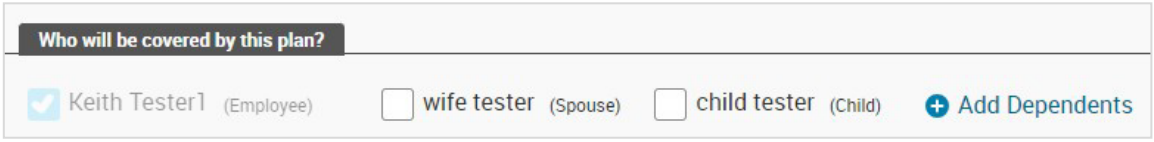
1. **Login at Paycor.com**. In the upper right corner of Paycor's desktop screen, you'll see a circle with your profile image. Click on your **profile image** to produce a drop-down menu. Click on **Benefit Elections** to open the screen where you can make your open enrollment elections. Although this takes you to the **Benefits Advisor** enrollment site, you do not need to login in again.



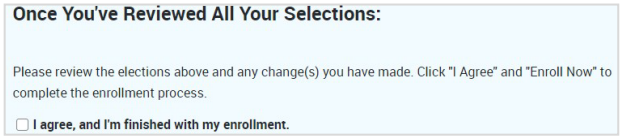
2. You will be directed to your Benefits Home screen. Select **Start Your Enrollment**.



3. Before beginning your enrollment, **verify the accuracy of your personal information** (e.g. address, DOB, etc.). **Note:** any changes in address, phone number, or other personal information **must** be made in the Paycor system, *not* Benefits Advisor. Changes made in Paycorwill be reflected on Benefits Advisor the next day.
4. When you are finished, check the box that confirms your information is correct, and then click **Continue**.
5. **Add your family information**. Please be sure to add all dependents (spouse and eligible children) in the Family Information section before proceeding to the next section. **Note:** If you want to add dependents, all fields with an asterisk (*) are required. Spouse means legally married, not domestic partner.
6. **Make your benefit selections.** You can waive out of the plan by selecting **I don't want this benefit (waive).** Selecting **View Plan Options** opens a plan selection page, detailed in the Plan Selection section.
7. Your eligible dependents will be displayed at the top of each Plan page. You can enroll a dependent bychecking the box next to the dependent's name.



8. Changes can be made anytime during the enrollment process by selecting **View Plan Options**.
9. Once you have completed your benefit selections, click **Continue**.
10. In the next section, you'll be asked to **designate beneficiaries** for any life insurance plans.
11. Carefully **review and confirm** all your benefit elections and covered dependents. Note: You can change your elections by clicking Edit Selection for any of your plan selections.



12. When you have reviewed your selections, check "I agree" and click **Complete Enrollment**.
13. You should now see a message confirming your enrollment is complete! We recommend that you send yourself an email or print the confirmation statement of your elections.

