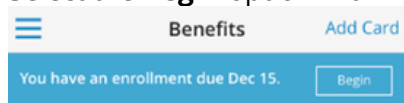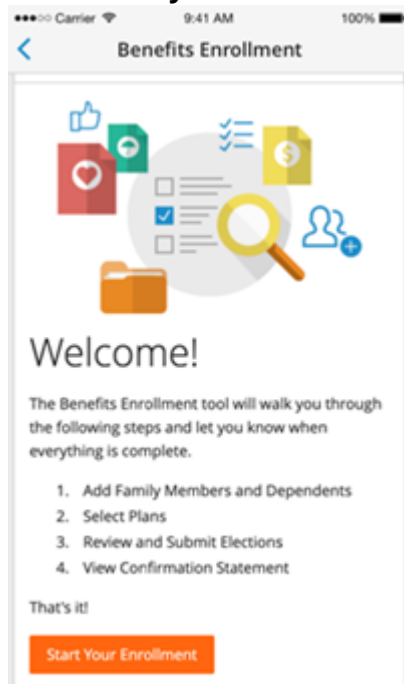Article ID: PCTY-79396
Complete an Enrollment Event in the Mobile App

1. Log Into the Paylocity Mobile Application (App).
2. Select **Benefits** in the main menu.
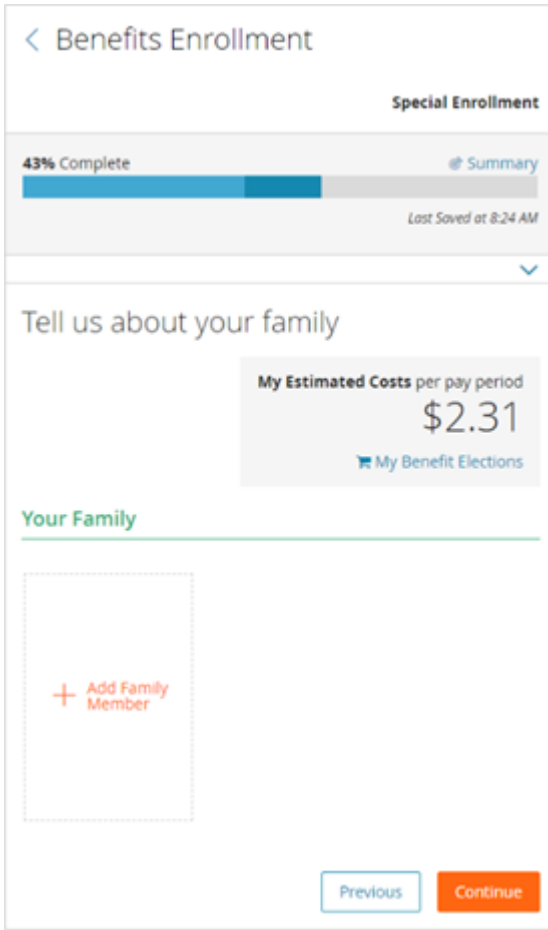3. Select the **Begin** option within the Enrollment Banner.

4. Select **Start your Enrollment.**

5. Review **Family Information.**
   - Select **Add Family Member** to enter a new dependent.
   - Select an existing dependent to change the dependent's demographic information.

○ Select **Continue.**

< Benefits Enrollment

Special Enrollment

43% Complete

⊘ Summary

Last Saved at 8:24 AM

⌄

Tell us about your family

My Estimated Costs per pay period

$2.31

🛒 My Benefit Elections

Your Family

+ Add Family Member

Previous   Continue

6. Answer any **Questions**, if applicable.
7. Enter Benefit Elections.
   ○ Medical, Dental, Vision Plans:
      1. Select the dependents to cover. The system calculates the coverage tier and cost based on the dependents selected.

Medical

If you chose to enroll in one of our company's medical plans, the company will contribute $1000 to an HRA account on your behalf.

My Estimated Costs per pay period

$13.19

🛒 My Benefit Elections

Who do you want to cover on this plan?

☑ TU **Test User3 (Myself)**
Employee

☑ TS **Test Spouse**
Spouse

      2. Select the **Checkmark** next to the appropriate **Plan** or **Waive** option.

3. Select **Continue.**

Choose a Plan

✓ Medical HDHP ⌃   Employee + Spouse
                                    $12.50

Provider
BCBS

You must enroll in the HDHP plan if you wish to enroll in a Health
Savings Account.

Documents
Plan Summary

Links
UHC

My Estimated Costs per pay period	
Employee Contribution	$12.50
Employer Contribution	$28.85

✓ Medical PPO ⌄   Employee + Spouse
                                    $31.25

✓ Waive Medical

Previous   Continue

- Health Savings Accounts and Flexible Spending Accounts:
  1. Select the **Checkmark** next to the appropriate **Plan** or **Waive** option.
  2. Enter the appropriate **Employee Per Pay Period** or **Total Annual Contribution** amount.

3. Select **Continue.**

Health Care Savings Account (HSA)

My Estimated Costs per pay period
$27.31
🛒 My Benefit Elections

Contribute to a Health Care Savings Account (HSA)?

| ✓ | Health Care Savings Account (HSA) ⌃ | Total Annual Contribution \| $2,500.00 **$25.00** |

Contribution Amount

Employee Paid to Date
--

Employee Per Pay Period
| $25.00 |

Remaining Pay Periods
52

Employee Annual Contribution
$1,300.00

Employer Annual Contribution ⓘ
$1,200.00

Total Annual Contribution ⓘ
| $2,500.00 |

Annual Limits

Min Annual Contribution Amount
--

Max Annual Contribution Amount
$3,500.00

Provider
provider

Total Contribution To Date

Employee Contribution Amount
--

Employer Contribution Amount
--

Total Contributions To Date
--

| ✓ | Waive HSA |

Previous   Continue

- Voluntary Employee, Spouse, Domestic Partner, or Child Life and Accidental Death & Dismemberment (AD&D) plans:
  1. Select the **Checkmark** next to the appropriate **Plan** or **Waive** option.
  2. Select the appropriate **Coverage Amount** in the dropdown menu if electing coverage.

3. Select **Continue.**

- ○ Employer Provided Benefits such as Basic Employee Life:
    1. Users do not need to make an election in these plans.
    2. The employer provides these benefits at no cost, so users cannot waive the benefit.

8. Designate Beneficiaries, if applicable.
    - ○ Any dependents already in the system show as possible beneficiaries.
    - ○ Select **Add Beneficiary** to enter additional beneficiaries.
    - ○ Enter a **Primary Beneficiary %** for all listed plans.

○ Select **Continue.**

9. Review all elections.
10. Select **Submit** to complete the enrollment.

Important Information:

- The mobile Benefits Enrollment feature is currently only available to Benefits Enhanced users.
- Users can use the Mobile App to complete a New Hire or Open Enrollment.
- The Enrollment Banner only appears when users have an enrollment event available.
- Some pages may take up to 30 seconds to load.
- Information Only plans are not included.
- Users can only complete each enrollment event once in the Mobile App.
    ○ Additional changes must get made via desktop.
    ○ See complete an enrollment event in Benefits Enhanced for more information.
- The Mobile App only shows current benefit coverage. To view future enrollment information, see view enrollment information in Benefits Enhanced.
- Users are not currently given the option to view a PDF Confirmation Statement.
- Contact the Human Resources (HR) department for any additional assistance.

You can view this article at:
https://paylocity.egain.cloud/system/templates/selfservice/pctycss/help/customer/locale/en-US/portal/308600000001009/content/PCTY-79396/Complete-an-Enrollment-Event-in-the-Mobile-App