

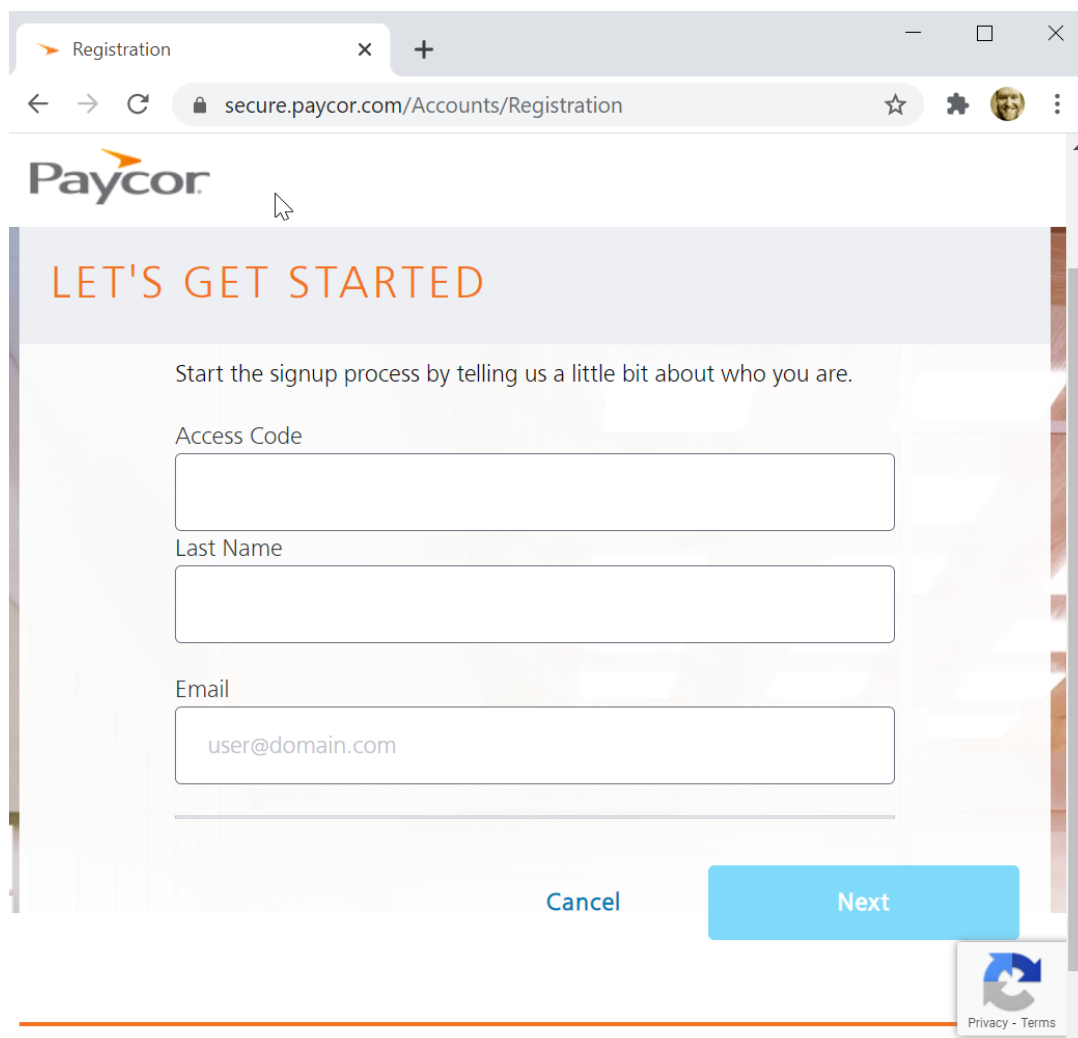
# Accessing the Benefits Enrollment Guide

Like previously communicated, the benefits enrollment information will be available online this year in our new learning management system through Paycor. You must complete this benefits enrollment guide in the learning management system before enrolling in benefits for 2021. Open enrollment begins on November 10<sup>th</sup>. We want to make sure you are able to access this course, so we have come up with some instructions to help!

## If you have not registered for Paycor

If you have not registered in Paycor, this will be your first step. (If you have already registered in Paycor please skip to the next section labeled “Accessing Learning Management from your Profile”.)

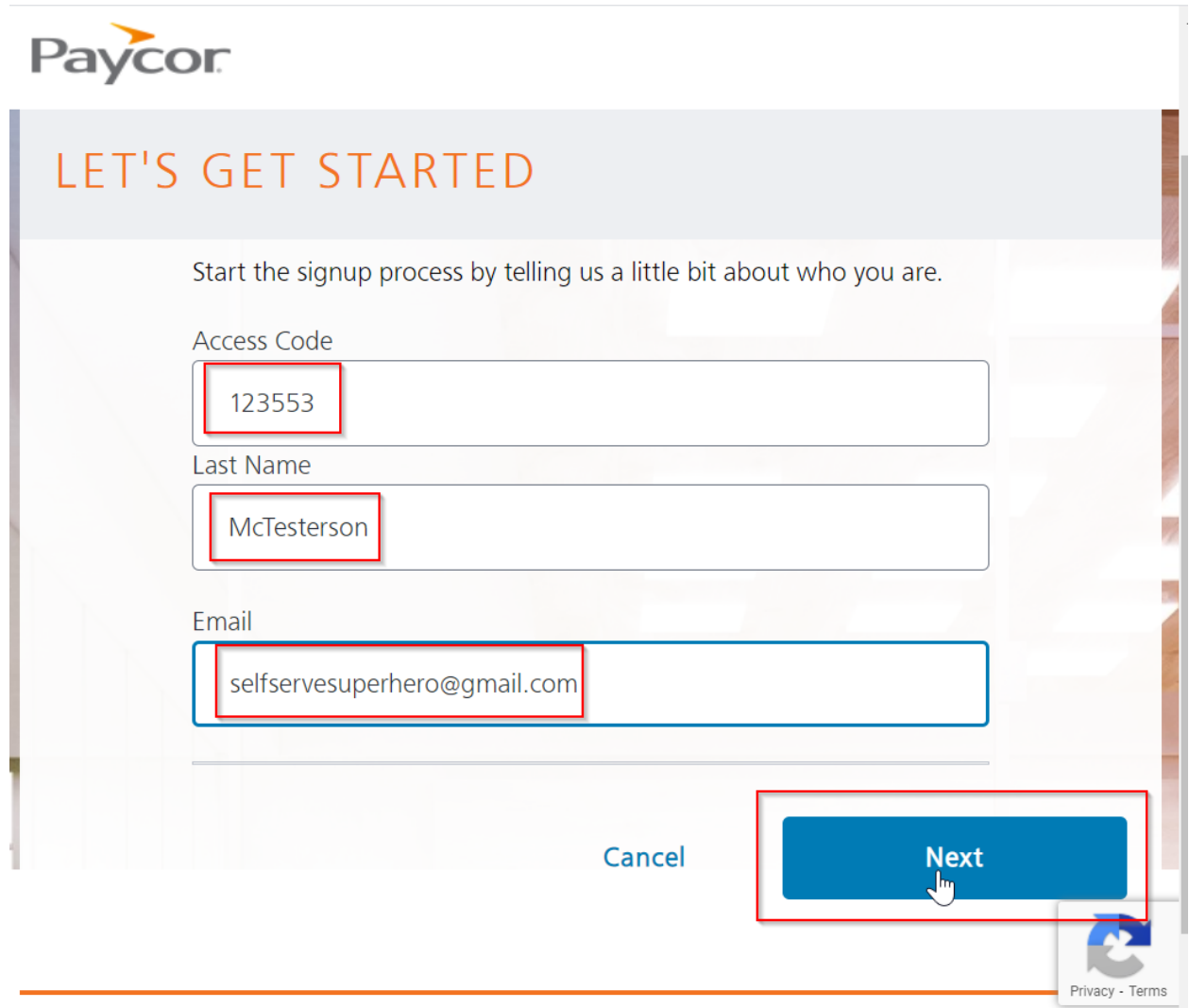
1. In any web browser, go to <https://secure.paycor.com/accounts/userregistration/register>



The screenshot shows a web browser window with the URL [secure.paycor.com/Accounts/Registration](https://secure.paycor.com/Accounts/Registration). The page features the Paycor logo at the top left. Below the logo, the heading "LET'S GET STARTED" is displayed in orange. A message states: "Start the signup process by telling us a little bit about who you are." There are three input fields: "Access Code", "Last Name", and "Email". The "Email" field contains the placeholder text "user@domain.com". At the bottom right, there are two buttons: "Cancel" and "Next". A "Privacy - Terms" link is located at the bottom right corner of the page.

2. Enter your personal information and access code to verify your identity (you may be asked to provide your social security number and birth date).

**Your access code is: 123553**



The image shows a screenshot of the Paycor 'LET'S GET STARTED' signup form. The form is titled 'LET'S GET STARTED' in orange text. Below the title, it says 'Start the signup process by telling us a little bit about who you are.' There are three input fields: 'Access Code' with the value '123553', 'Last Name' with the value 'McTesterson', and 'Email' with the value 'selfservesuperhero@gmail.com'. Each input field is highlighted with a red border. At the bottom right, there is a blue 'Next' button with a hand cursor icon, also highlighted with a red border. To the left of the 'Next' button is a 'Cancel' link. At the bottom right, there is a small icon for 'Privacy - Terms'.

**Paycor**

## LET'S GET STARTED

Start the signup process by telling us a little bit about who you are.

Access Code

123553

Last Name

McTesterson

Email

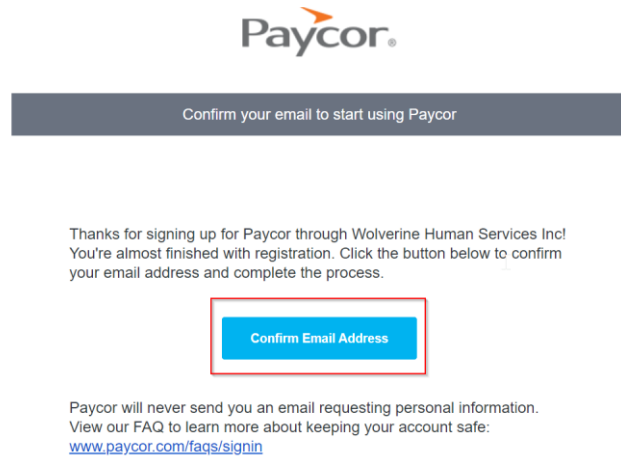
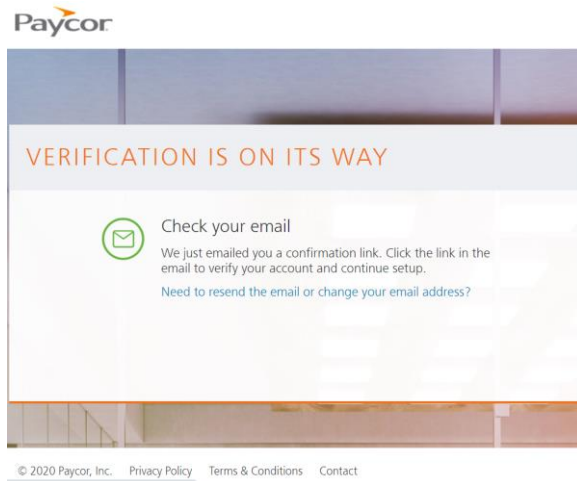
selfservesuperhero@gmail.com

Cancel

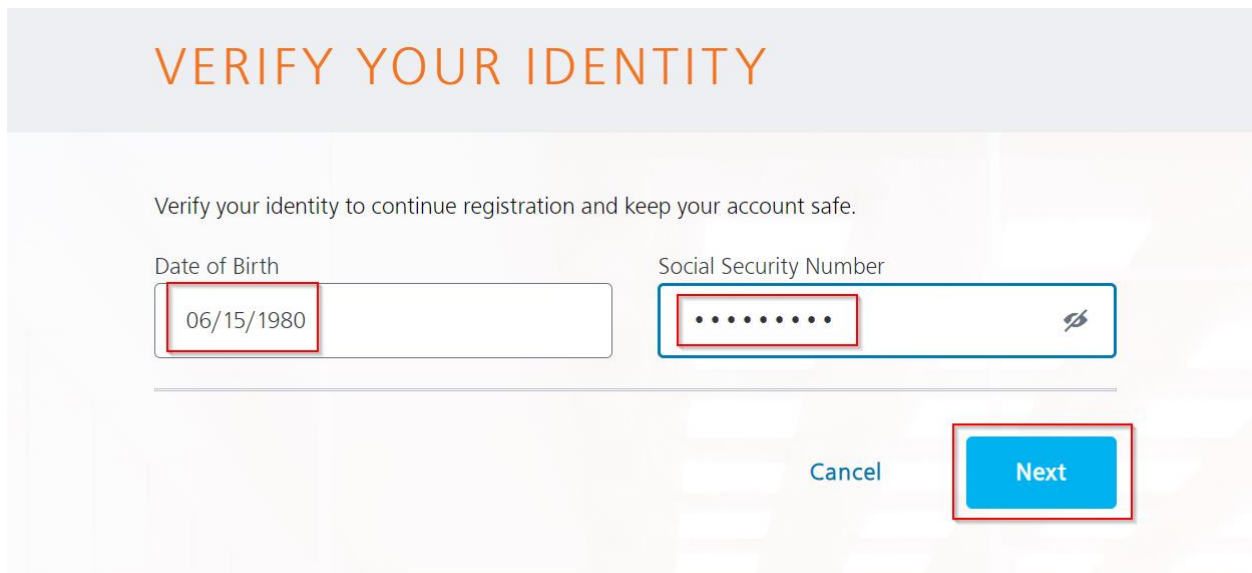
Next

Privacy - Terms

3. Check your email as you will receive a confirmation email from Paycor. In that email, click the blue “Confirm Email Address” button.



4. Enter your Date of Birth and your Social Security Number and click “Next.”



A screenshot of the Paycor identity verification form. The header says "VERIFY YOUR IDENTITY". Below it, there is a text box with the text "Verify your identity to continue registration and keep your account safe." The form has two input fields: "Date of Birth" and "Social Security Number". The "Date of Birth" field contains the text "06/15/1980". The "Social Security Number" field contains seven dots. Below the input fields, there are two buttons: "Cancel" and "Next".

5. Click on “Create New Account”

Create your  
**SIGN IN CREDENTIALS**

Please pick your credential option:

**Create New Account (most common method)**

Use this method if this is your first time registering with Paycor.

**Merge Paycor Accounts**

Use this method if you already have a Paycor account and you'd like to unite them under one login.

6. Create a new username and password for signing in. Scroll through and read the end user license agreement and check the check boxes agreeing to those terms. Then click Next.

Create your  
**SIGN IN CREDENTIALS**

Username  
McTesterson55

Password  
.....

Retype Password  
.....

Pretty good.

Please read and accept our End User License Agreement to continue.

customer service inquiries, you can reach Paycor at 855-565-3285. Your questions, complaints or claims with respect to this agreement should be directed to:

Paycor, Inc.  
4811 Montgomery Road  
Cincinnati, OH 45212  
Attn: Legal Department

☒ I agree to allow Paycor to send me electronic communications


☒ I agree to Paycor's End User License Agreement

Back Next


7. Click “Skip Account Recovery Setup.” You will be able to set this up later in your settings.

Choose your  
**SECURITY SETUP**


Set up your preferred method for protecting and recovering your account.



**Authenticator (recommended method)**  
[Enable Authentication](#)



**Phone**  
[Enable Phone Authentication](#)



**Email**  
✓ selfservesuperhero@gmail.com

[Skip account recovery setup](#)

[Save & Continue](#)

8. Setup your security questions and click “Complete Registration.”

**SECURITY QUESTIONS**

If you forget your username or password, we'll use these questions to help verify your identity and sign you back in.

**Question 1**  
Please pick a question

**Answer 1**

**Question 2**  
Please pick a question

**Answer 2**

**Question 3**  
Please pick a question

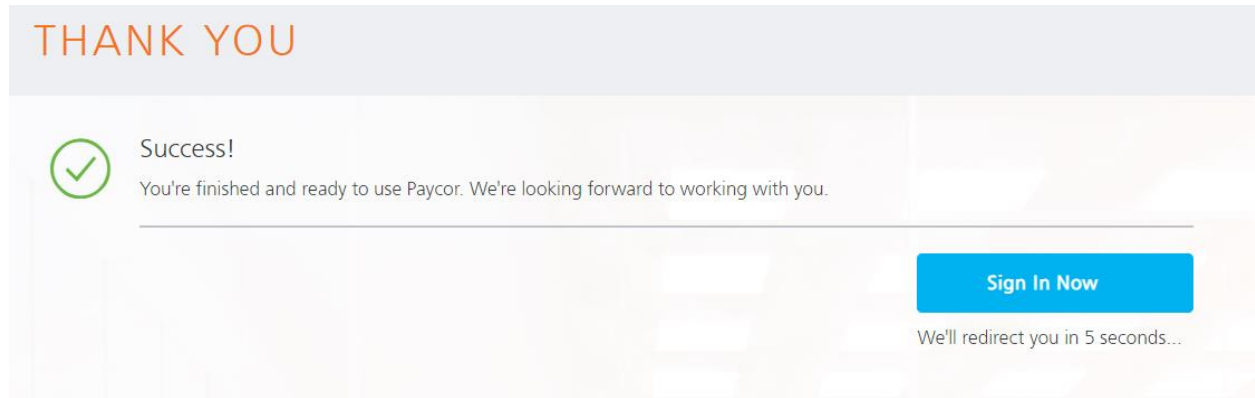
**Answer 3**

**Question 4**  
Please pick a question

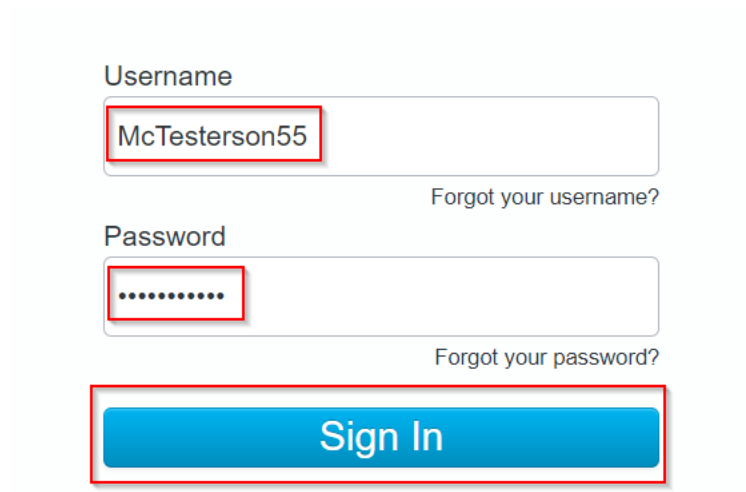
**Answer 4**

[Complete Registration](#)

9. Click “Sign In Now”

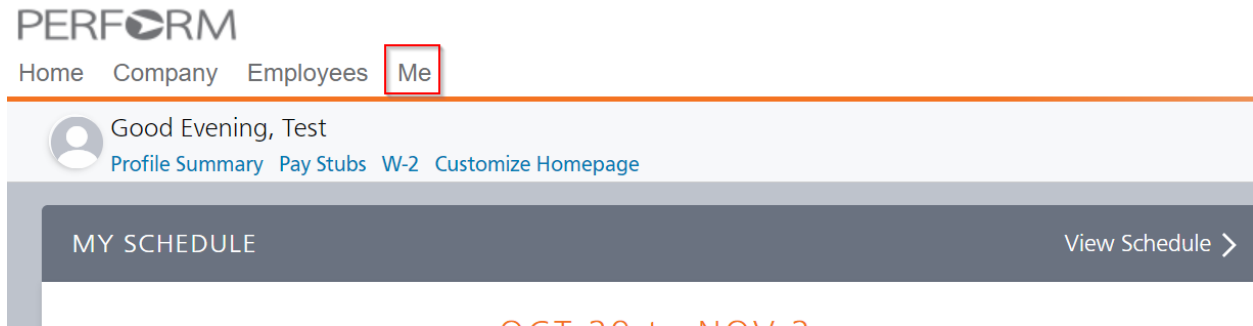


10. Sign in and start using Paycor!

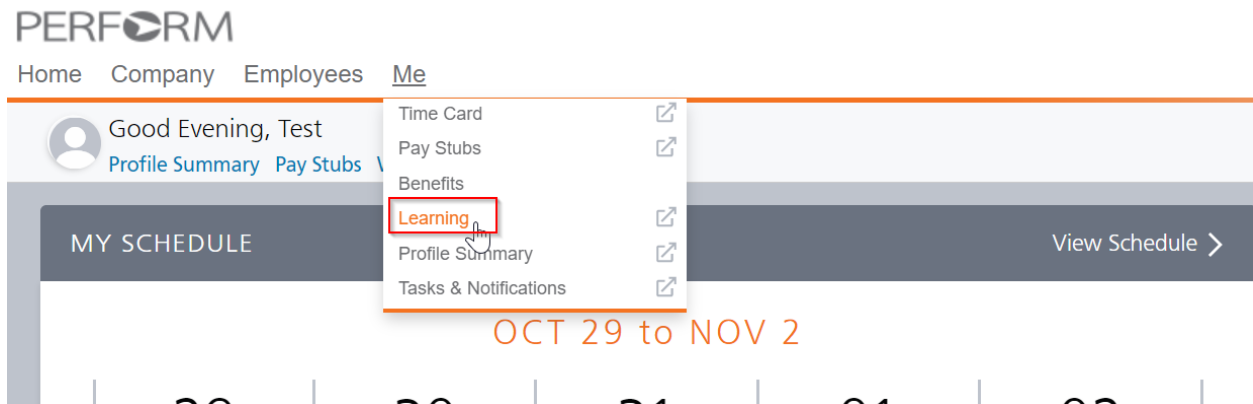
A screenshot of a sign-in form. It features two input fields: "Username" with the text "McTesterson55" and "Password" with masked characters ".....". Both fields are highlighted with red rectangles. To the right of each field is a link: "Forgot your username?" and "Forgot your password?". At the bottom, a blue "Sign In" button is also highlighted with a red rectangle.

## Accessing Learning Management from your Profile:

1. Once you are logged into your account, click on the Me Tab at the top of the page.



2. In that dropdown list, click on "Learning"



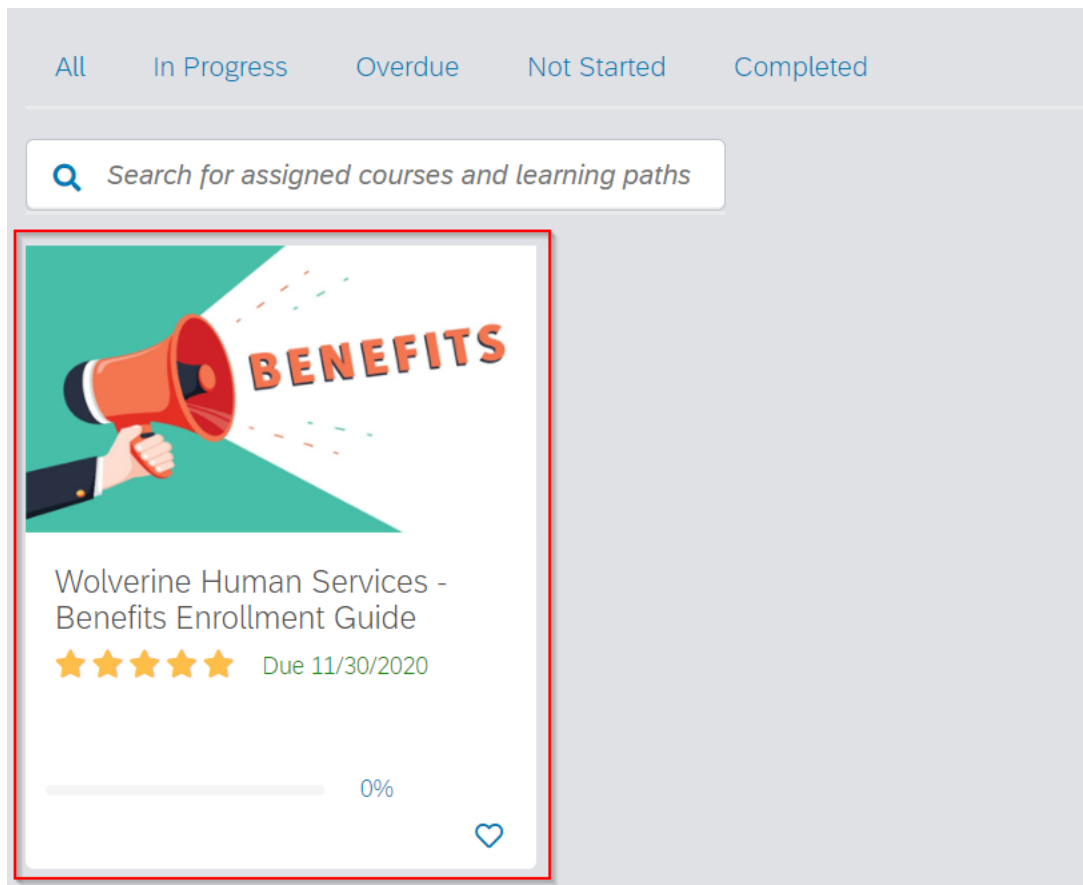
3. Once you click on learning it will take you into the Learning Management System. You will get a welcome message that pops up. Click "Continue to my dashboard"

Hello, Test McTesterson

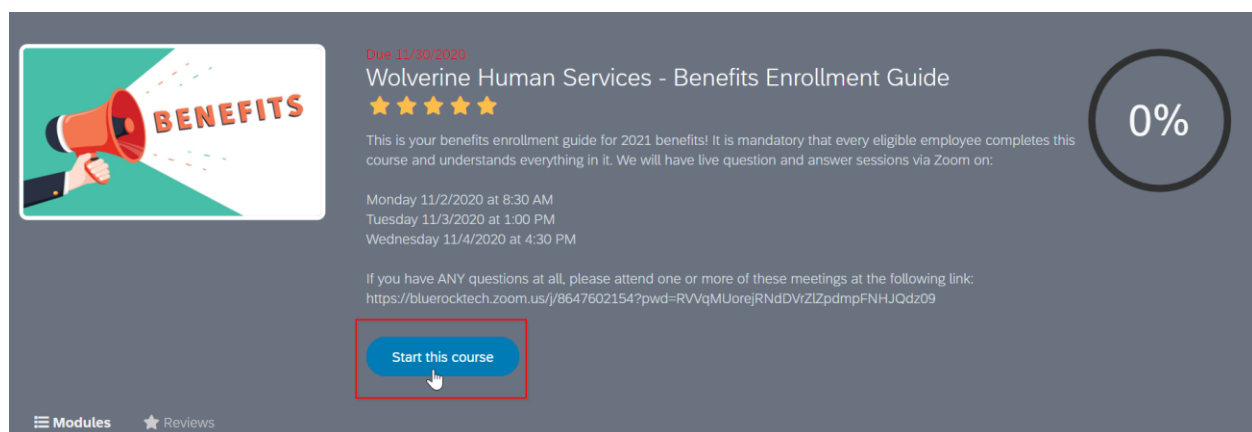
[Continue to my dashboard](#)

☒ Always show this message on the Home page

- On your dashboard you will see a tile with the benefits enrollment guide. Click on it.



- This will open the course overview. Click on "Start Course"





6. Click “Start Course” one more time after the course opens



7. Read through ALL the pages and details of the plans so that you are well informed about all of your benefit options. At the bottom of each page you will click the continue button to move to the next page. At the very end of the course, you will click “I understand my benefits rights”

I UNDERSTAND MY BENEFITS RIGHTS

8. Click Continue

CONTINUE



9. Read through the last section titled “Summary and Contact Information”. When you get to the very end you will see “Thank you for your time”

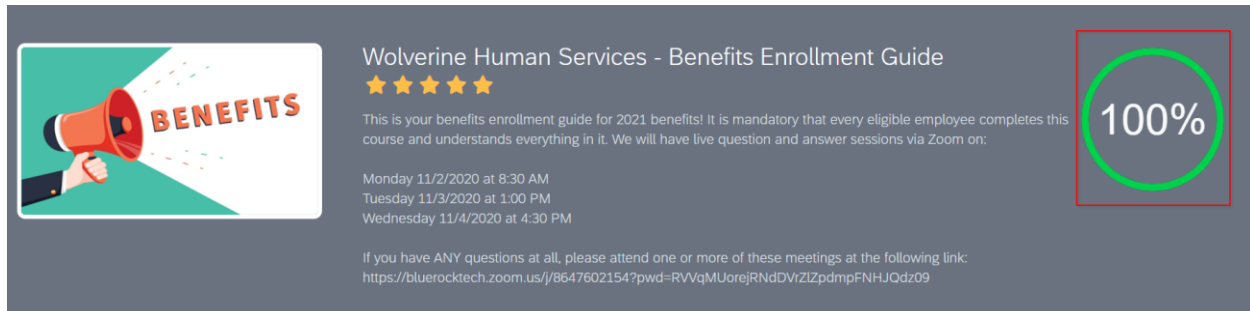
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Thank you for your time!

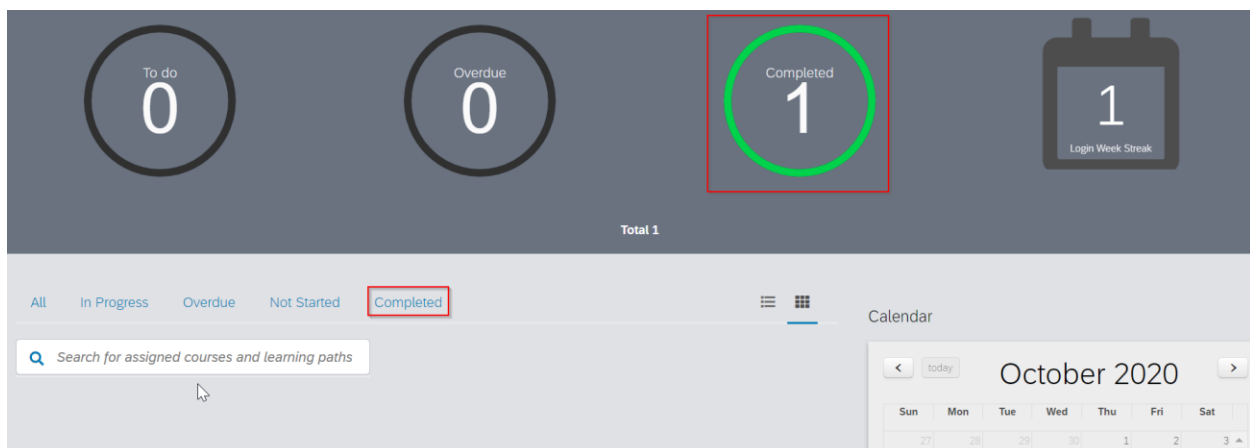
10. When finished click either “Next Module” or “Exit” buttons in the upper right-hand corner of your screen.



11. Once you have completed the course, you will see that the course now shows 100% complete.



This course will be available to you through the end of the open enrollment period. Once completed, though, the course will no longer show up in your home page dashboard. You will need to go to the “Completed” section to find it again. You can either click on the green completed circle or on the completed tab to get there.



Feel free to come back and reference it at any time. Please remember that each time you come back to this course; you will need to complete it again to stay compliant. We highly recommend downloading and saving all of the fact sheets and other important data so that you have it readily available for your reference.

Please let us know if you have any questions at all.