

2 Ways to Add or Edit Beneficiaries or Dependents



Desktop and Mobile
PAYCOM

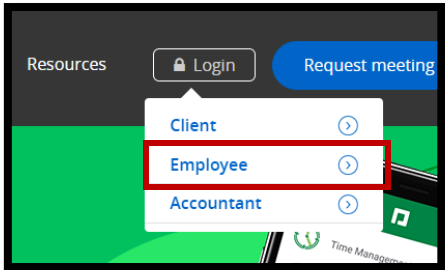


It is recommended to use the **Desktop** Version, as documents may be too robust for the app.

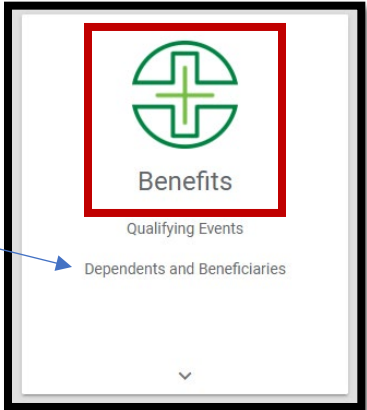


DESKTOP:

- 1.) Go to <https://www.paycom.com/> and login, as an **employee**.
- 2.) Locate the **Benefits Tile**.

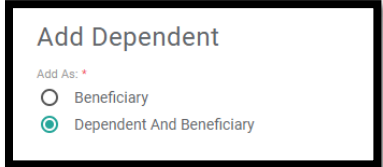


Select **Dependents and Beneficiaries**.





- 3.) Choose from the following:

- **TO ADD:**
 - Select **Add** to add a new beneficiary or dependent.
 - Choose **Beneficiary**, or **Dependent and Beneficiary**.
 - Enter Details and when finished, **Save Recipient**.
*Required fields will be marked by a red asterisk *.*



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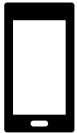
- **TO EDIT:**

- Choose the Pencil  or Trash icon  to edit or delete a dependent or beneficiary.



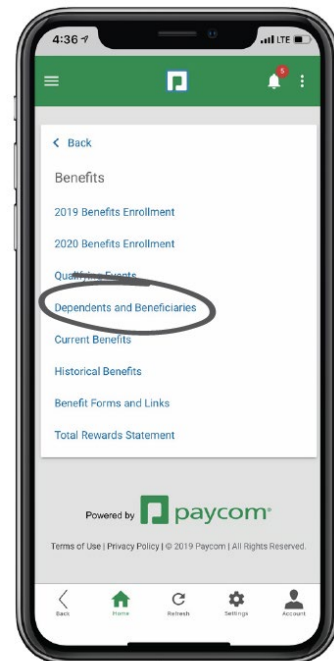
- Enter Details and when finished, **Save Recipient.**

*Required fields will be marked by a red asterisk *.*

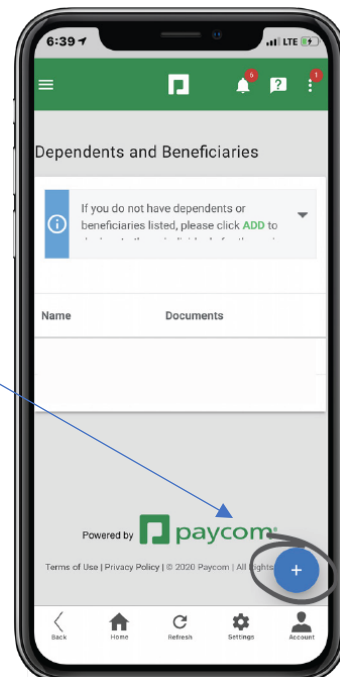


MOBILE:

- 1.) Navigate to **Benefits.**
- 2.) Select **Dependents and Beneficiaries.**



- 3.) Click on the **Blue + Sign** icon.



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4.) Choose and select **Beneficiary, or Dependent and Beneficiary.**

5.) Enter details and when finished, select **Save Recipient.**

*Required fields will be marked by a red asterisk *.*

The image shows two smartphone screens side-by-side. The left screen displays the 'Add Dependent' form. At the top, it says 'Add As:' with two radio button options: 'Beneficiary' and 'Dependent And Beneficiary'. The 'Dependent And Beneficiary' option is selected. Below this is a dropdown menu for 'Relationship' with 'Son or Daughter' selected. There are input fields for 'First Name' (containing 'James'), 'Middle Name', 'Last Name' (containing 'Adams'), and 'Social Security Number'. There is a checkbox for 'SSN Not Available' and a date field for 'Birth Date' (containing '06/14/1988'). The right screen shows the address section with 'City' (Oklahoma City), 'State' (Oklahoma), and 'ZIP' (74074). There are fields for 'Phone' and 'Email Address'. At the bottom, there is a 'CANCEL' button and a 'SAVE RECIPIENT' button, which is circled in black.

6.) **To edit** an *existing* dependent:

- Click the **three-dot icon** next to the name of the person you need to modify.

- Click **Edit**.

- Enter details and when finished, select **Save Recipient**.

*Required fields will be marked by a red asterisk *.*

The image shows a smartphone screen displaying the 'Dependents and Beneficiaries' section. At the top, there is a notification: 'If you do not have dependents or beneficiaries listed, please click ADD to...'. Below this is a table with columns for 'Name' and 'Documents'. The first entry is 'Adams, James'. To the right of the name is a three-dot menu icon, which is circled in black. A tooltip message appears over the menu icon, stating 'Currently tied to a benefit plan.' Below the table, there is a blue button with a pencil icon labeled 'Edit'. At the bottom of the screen, there is a 'Powered by paycom' logo and a blue plus button.