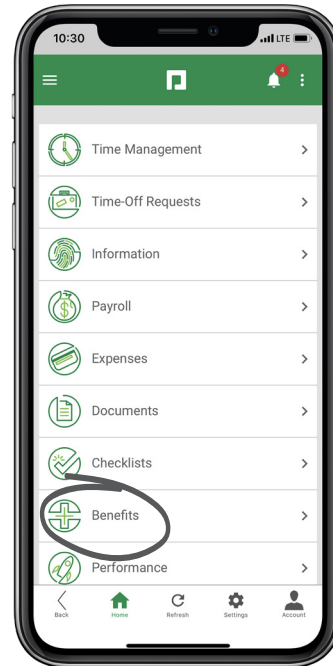# SHOW ME HOW

to Add a Qualifying Event
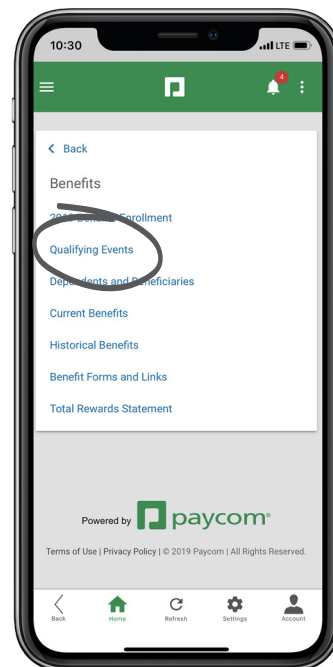### Benefits

STEP 1
Log into Employee Self-Service® from the Paycom app. Then, click "Benefits."

STEP 2
Then, click "Qualifying Events."

EMPLOYEES

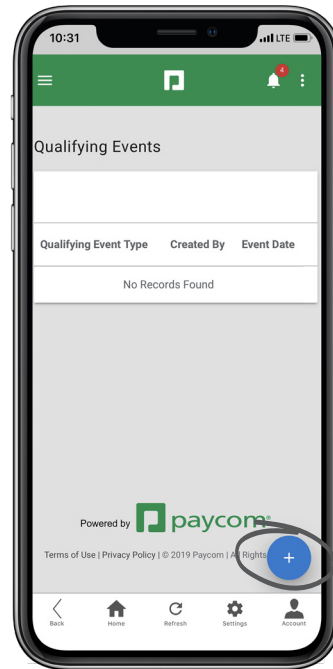Visit the Help Menu for the most up-to-date version of this guide.

paycom®

to Add a Qualifying Event
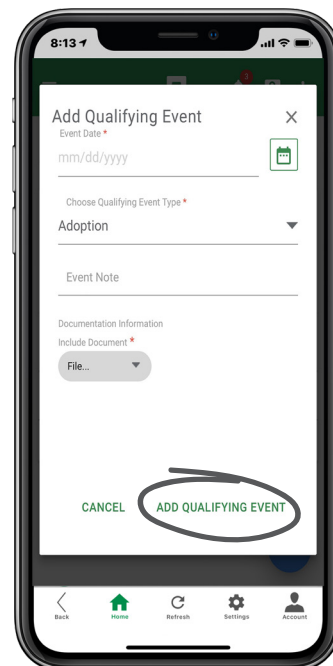### Benefits

STEP 3

Now, click the plus sign icon on the bottom right of the screen.

Qualifying Events

Qualifying Event Type	Created By	Event Date
No Records Found		

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STEP 4

Add the Event Date, Type and any additional notes or fields. Then, click "Add Qualifying Event."

Your employer will review your qualifying event and approve it or follow up for more information.

Add Qualifying Event

Event Date *

mm/dd/yyyy

Choose Qualifying Event Type *

Adoption

Event Note

Documentation Information

Include Document *

File...

CANCEL   ADD QUALIFYING EVENT

EMPLOYEES

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

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