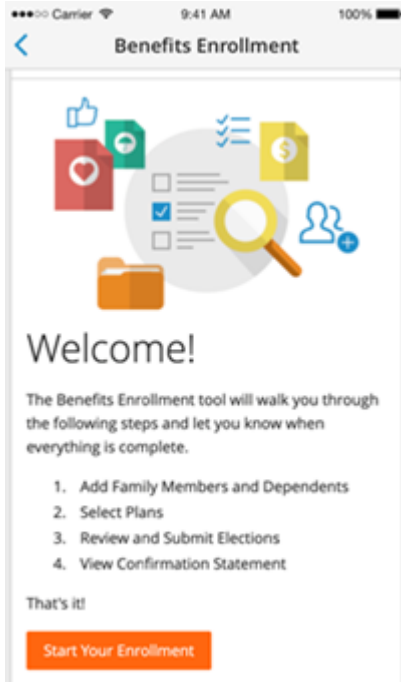


Complete an Enrollment Event in the Mobile App

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.**
 - o Select **Add Family Member** to enter a new dependent.
 - o 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

<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Medical PPO v	Employee + Spouse \$31.25
<input checked="" type="checkbox"/>	Waive Medical	

- o 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)?

<input checked="" type="checkbox"/>	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**.

Voluntary Life

My Estimated Costs per pay period
\$61.93
[My Benefit Elections](#)

Choose a Plan

Voluntary Life \wedge \$100,000.00 Coverage
\$34.62

Coverage Amount
\$100,000.00 \wedge

Provider
provider

My Estimated Costs per pay period

Employee Contribution	\$34.62
Employer Contribution	\$46.15

Waive Voluntary Life Waive Coverage
\$0.00

[Previous](#) [Continue](#)

- o 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.

Basic Life and A&D

My Estimated Costs per pay period
\$13.19
[My Benefit Elections](#)

Choose a Plan

Basic Life and A&D \wedge \$75,000.00 Coverage
\$0.00

Coverage Amount
\$75,000.00 \wedge

Provider
Guardian

My Estimated Costs per pay period

Employee Contribution	--
Employer Contribution	\$0.87

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8. Designate Beneficiaries, if applicable.

- o Any dependents already in the system show as possible beneficiaries.
- o Select **Add Beneficiary** to enter additional beneficiaries.
- o Enter a **Primary Beneficiary %** for all listed plans.

- o Select **Continue**.

Beneficiaries
Please review your beneficiary information and update as necessary.

My Estimated Costs per pay period
\$13.19
[My Benefit Elections](#)

Beneficiaries

TS Test Spouse
Spouse (Family Member)

[Add Beneficiary](#)

Beneficiary Designation

Basic Life and A&D [Apply to All](#)

Name	Primary Beneficiary %	Secondary Beneficiary % (optional)
Test Spouse	0.00	0.00
Totals	0.000	0.000

Voluntary Employee Life and AD&D [Apply to All](#)

Name	Primary Beneficiary %	Secondary Beneficiary % (optional)
Test Spouse	0.00	0.00
Totals	0.000	0.000

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- Review all elections.
- 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.
 - o Additional changes must get made via desktop.
 - o 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/30860000001009/content/PCTY-79396>