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# Employee Guide

## Paylocity Log-in for Benefits Enrollment

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# Paylocity Log- in – If you have NEVER logged in

Go to <https://access.paylocity.com/Register>

Enter in the appropriate Company ID

AK: 101841

CA: 58625

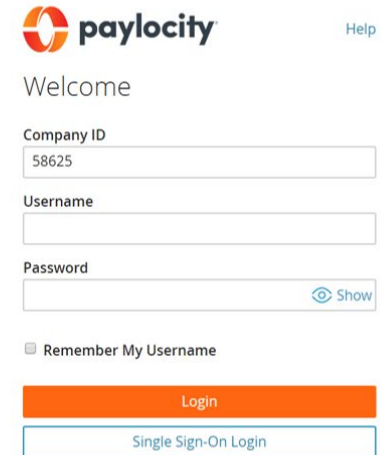
WA: 106112

WA Doctors: 106113

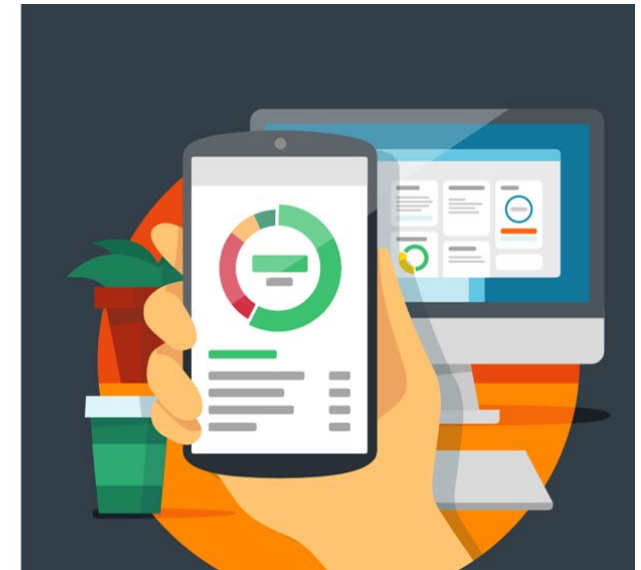
Enter in your personal information

After completing registration, access

Paylocity at <https://access.paylocity.com/>



The screenshot shows the Paylocity login interface. At the top left is the Paylocity logo, and at the top right is a 'Help' link. Below the logo is the word 'Welcome'. The form contains the following fields: 'Company ID' with the value '58625', 'Username' (empty), and 'Password' (empty) with a 'Show' eye icon. There is a 'Remember My Username' checkbox which is unchecked. At the bottom of the form are two buttons: an orange 'Login' button and a white 'Single Sign-On Login' button.



# Paylocity Log-in – If have logged in before

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Access Paylocity at <https://access.paylocity.com/>

Enter in the appropriate Company ID

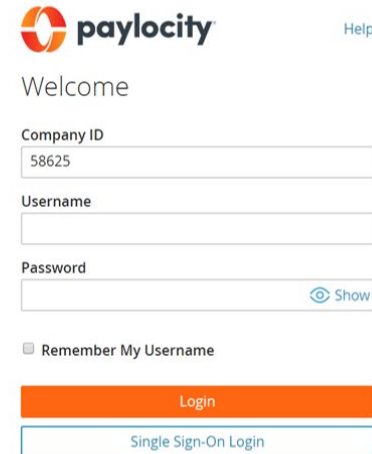
AK: 101841

CA: 58625

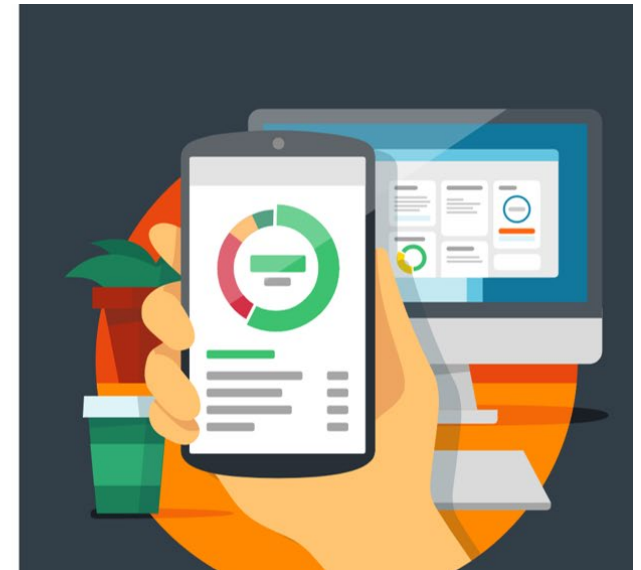
WA: 106112

WA Doctors: 106113

Enter your username and password

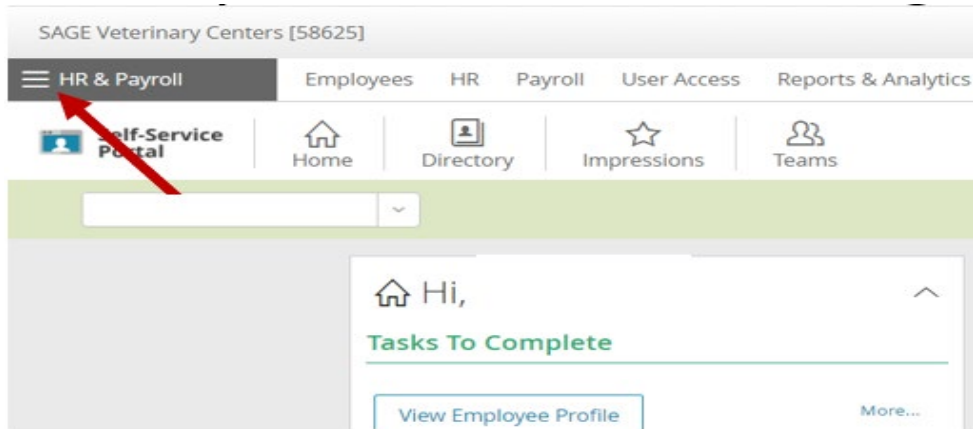


The screenshot shows the Paylocity login interface. At the top left is the Paylocity logo, and at the top right is a 'Help' link. Below the logo is the word 'Welcome'. The form contains the following fields and elements: a 'Company ID' field with the value '58625' entered; a 'Username' field; a 'Password' field with a 'Show' button to its right; a checkbox labeled 'Remember My Username'; an orange 'Login' button; and a 'Single Sign-On Login' link.

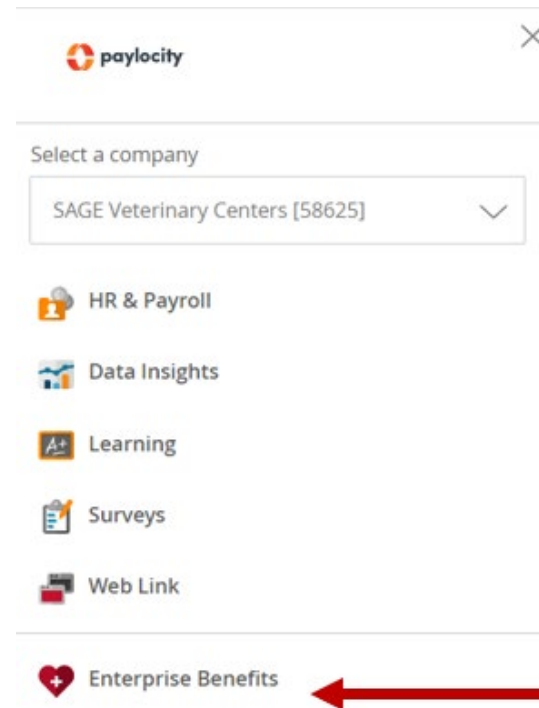


# Benefits Enrollment

**Step 1** On the Home Page, click “HR & Payroll” in the upper left corner

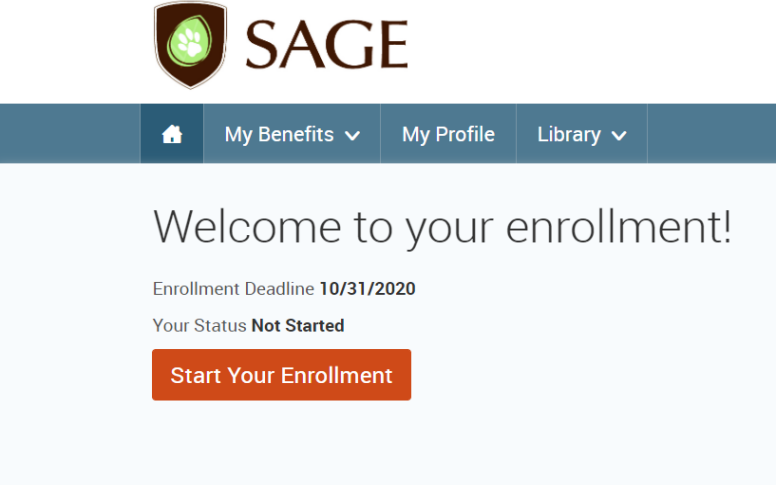


**Step 2** On the Pop-Up bar, click on “Enterprise Benefits”

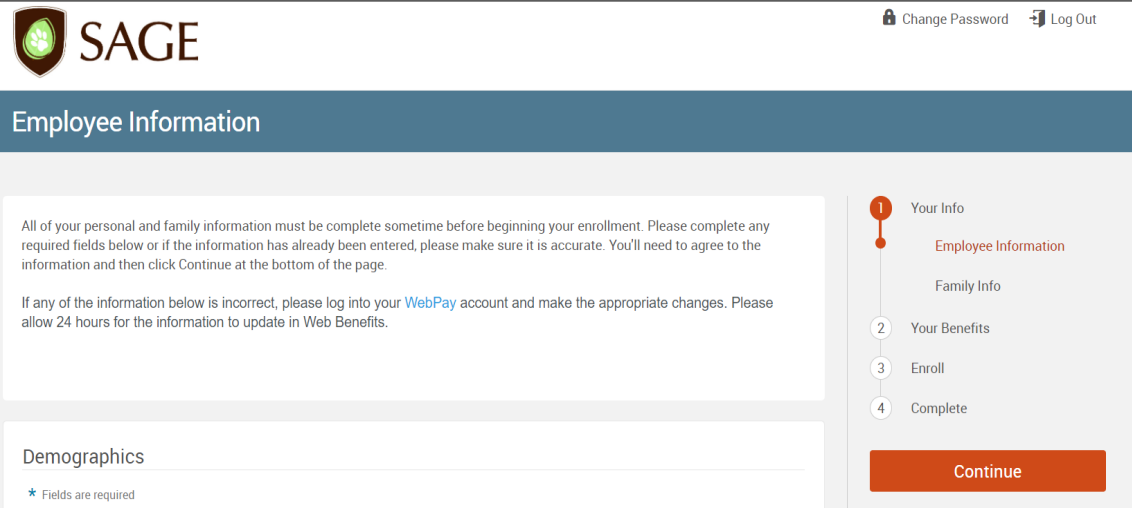


# Benefits Enrollment – con't

**Step 3** On the next window, click the “Start Your Enrollment” button



**Step 4** Verify your Employee Information, click “I agree” at the bottom and click Continue



# Benefits Enrollment – con't

**Step 5** Enter in Family Information if applicable and click Continue

The screenshot shows the 'Family Information' section of a benefits enrollment portal. At the top, a blue header reads 'Family Information'. Below it, a white box contains instructions: 'Please enter all family information before beginning your enrollment regardless of whether the family members are to be covered by your benefits or not. To do so, click Add Family Member. To verify or edit the information of a family member who has already been entered, click on the person's name. If you do not have any family members, click Continue.' Below the instructions are two white boxes: one with an 'Edit >' link and another with a blue plus icon and the text 'Add Dependents'. On the right, a vertical progress bar shows four steps: 1. Your Info (highlighted in red), 2. Your Benefits, 3. Enroll, and 4. Complete. Below the progress bar is a red 'Continue' button. At the bottom, a light blue box contains the text 'I agree that the above information is accurate.' followed by an unchecked checkbox and the text 'I agree'.

**Step 6** Chose your Medical Enrollment Selections and click Continue

The screenshot shows the 'New Hire Enrollment' section of a benefits enrollment portal. At the top, a blue header reads 'New Hire Enrollment'. Below it, a white box contains instructions: 'You are now eligible to enroll in your benefits. Be sure to add any eligible dependents in the Family Information section prior to beginning your enrollment.' Below the instructions are four benefit selection cards: 'Medical', 'Health Savings Account', 'Dental', and 'Vision'. Each card has a grey icon on the left, the benefit name, 'NO PLAN SELECTED' on the right, and a red asterisk with the text '\* Selection Required' below the name. Each card also has two buttons: 'I don't want this benefit (waive)' and 'View Plan Options'. On the right side, a vertical progress bar shows four steps: 1. Your Info, 2. Your Benefits (highlighted in red), 3. Enroll, and 4. Complete. Below the progress bar, a white box displays 'Your Cost per pay period' as '\$0.00'. Below that, a light blue box contains the text 'Finished selecting benefits? Click the button below to continue.' followed by a red 'Continue' button.

# Benefits Enrollment – con't

**Step 7** Add in Basic Employee Life information and click Continue

**New Hire Enrollment**

"Beneficiary" represents the person or persons designated in writing and in accordance with the terms of the plan to receive any benefits due after death of the employee/retiree. "Secondary Beneficiary" represents the person or persons named to receive benefits if the Primary Beneficiary is not alive. Please review the options below and make changes as needed. If adding a trust, you will need to enter in the Trust Full Name.

**Basic Employee Life**

Please choose your beneficiaries

Primary Beneficiaries (required)

Name	Percentage
My Estate (Employee)	100 %

**Total: 100.0000%**

+ Add New Beneficiary

✓ Add Secondary Beneficiaries (optional)  
Secondary beneficiaries receive money if your primary beneficiaries are unable to inherit.

Name	Percentage
My Estate (Employee)	%

**Total: 0.0000% (must equal 100%)**

+ Add New Beneficiary

**Your Cost per pay period \$84.04**

**Continue**

**Progress:** 1 Your Info, 2 Your Benefits, 3 Enroll, 4 Complete

**Step 8** Review and Confirm your selections and click Complete Enrollment

**Review and Confirm**

**Please Review All of Your Selections**

Once you have completed your review, click the "Complete Enrollment" button at the right side of the page.

**Your Total Cost Per Pay Period \$84.04**

**Medical** Your cost per pay period **\$84.04**

⚠ This benefit election is pending until approved by HR Department

Kaiser HMO Kaiser  
Coverage: Employee

Who will be covered on this plan:

Name	Relationship	Coverage

**Cost Details Per Pay Period**

Total Premium	\$262.61
Employer Contribution	(\$178.57)
Your Cost (pre-tax)	\$84.04

**Complete Enrollment**

**Progress:** 1 Your Info, 2 Your Benefits, 3 Enroll, 4 Complete