

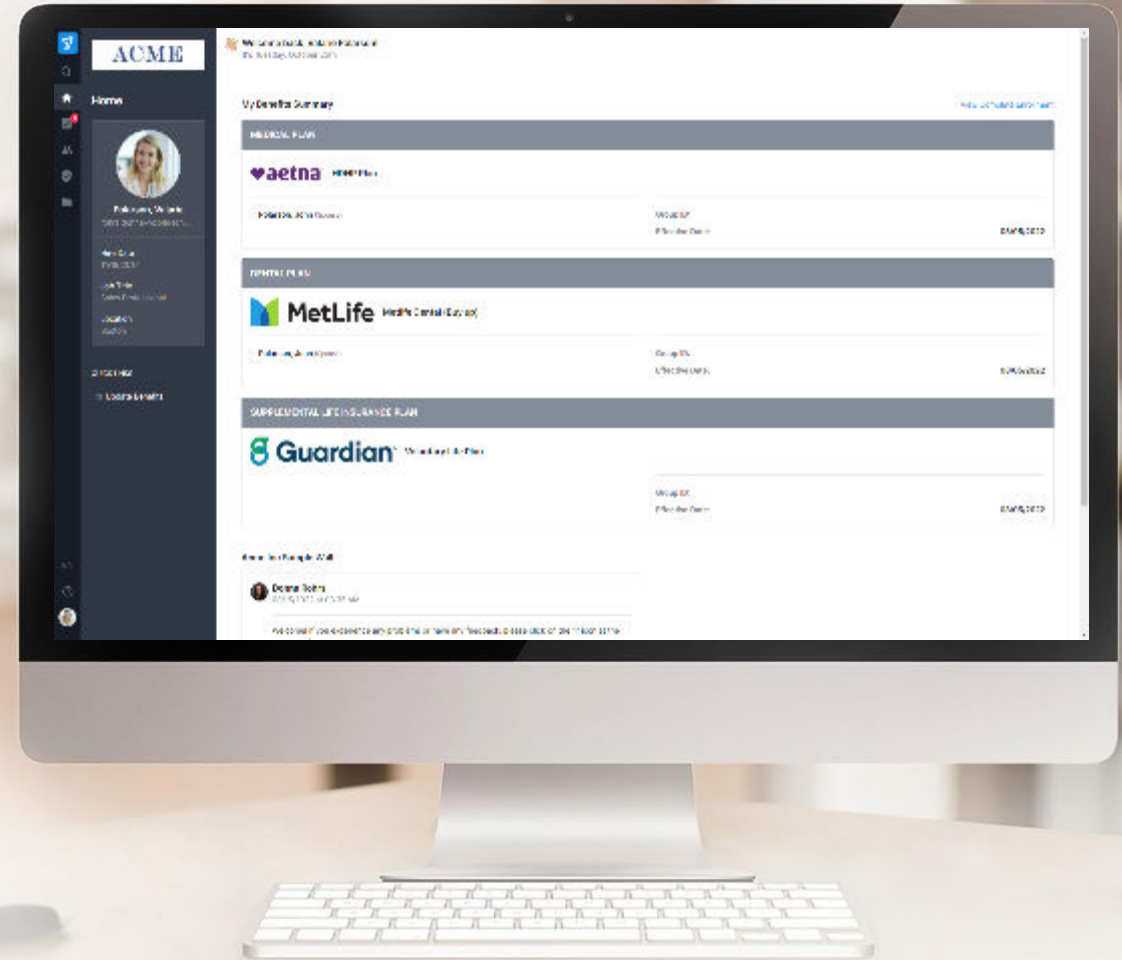
Flock Benefits Administration,
by Paychex

Employee quick start guide

Benefits Enrollment

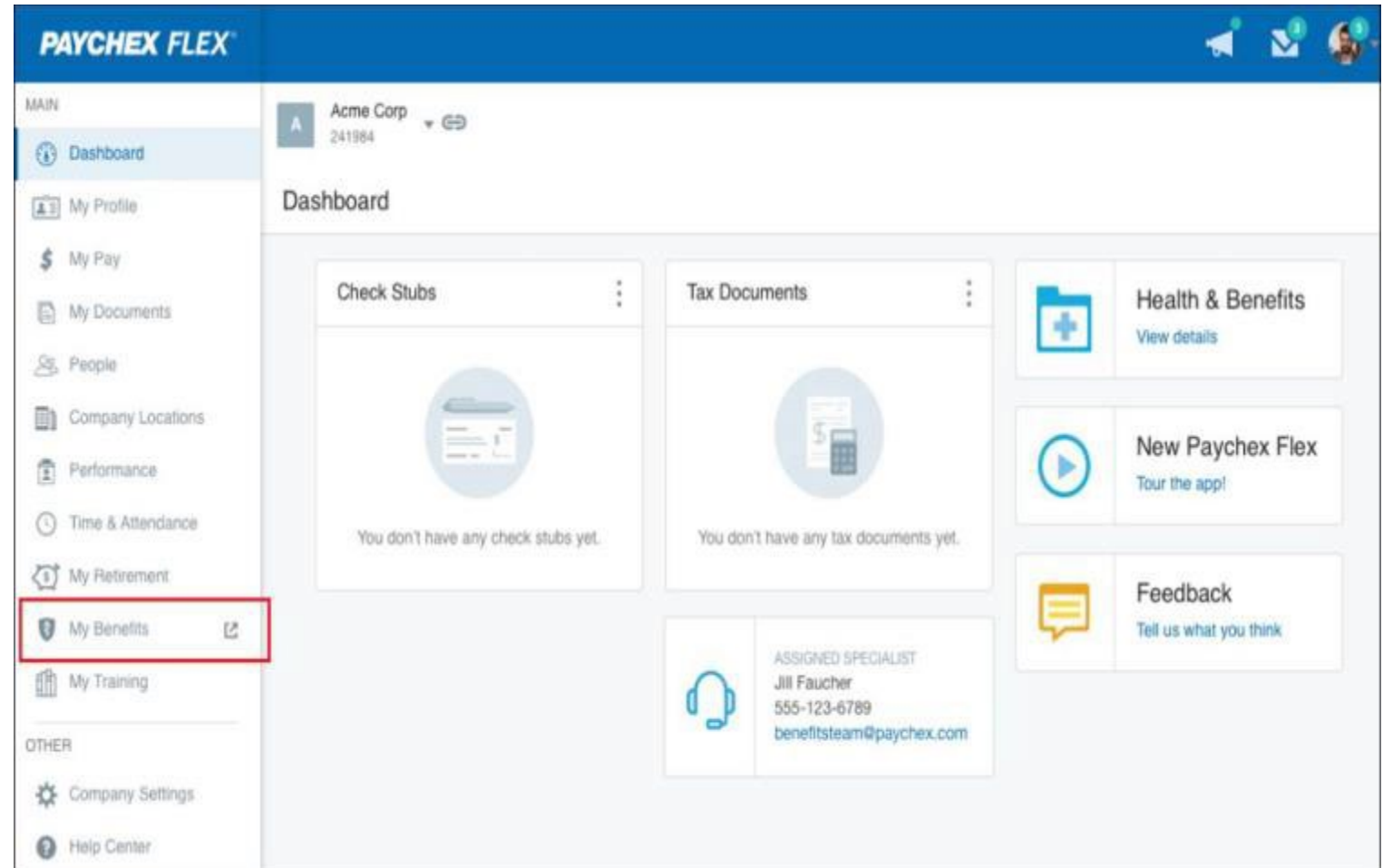
PAYCHEX[®]

HR | Payroll | Benefits | Insurance



1. Access My Benefits in Paychex Flex®

Once you log into Paychex Flex, click *My Benefits*, which will open the Flock platform.



2. Review Profile

Make any updates in Flex or discuss with your company contact if anything is incorrect.

Note: Your profile is private and only visible to you, your manager, and your administrator.

The screenshot shows the Flock employee profile interface. At the top, a notification bar reads: "Hi Tom, Open Enrollment is active. Enroll in your employee health benefits. Enroll Now". The left sidebar contains navigation options: Profile, Personal, Employment (selected), Compensation, Payroll, Emergency Contacts, Tasks, Documents, Dependents, Beneficiaries, and Integrations. The main content area displays the following information:

- Employee Summary:** Nickname: Hammerschmidt, Tom; Email: tom@abacussoftware.com; Job Title: Product Manager; Hire Date: February 11, 2020; Job Location: California; Primary Phone: N/A.
- Employment Information:**

FIELD	VALUE	FIELD	VALUE	FIELD	VALUE
HIRE DATE	02/11/2020	EMPLOYMENT TYPE	Full-time	JOB TITLE	Product Manager
JOB CATEGORY		EEO JOB CATEGORY		MANAGER NAME	Johnson, Jerry
DEPARTMENT	Marketing	LOCATION	California	EMPLOYEE ID	
EMPLOYMENT STATUS	Active				
- Custom Fields:**

FIELD	VALUE	FIELD	VALUE	FIELD	VALUE
PAY RATE	\$15.00	PAY-RATE	\$15.00	HIPAA CERTIFICATION	false

3. Enroll in Benefits

Enter the Benefits Enrollment flow

If you are eligible to enroll, click the *Benefits* icon in the left-hand navigation menu. Then, click the *Enroll/Update* button.

My Benefits

Current Enrollment | Open Enrollment | Dependents | Beneficiaries

Benefits as of Today Download Enroll / Update

Note: To Enroll or Update your benefits please click the Enroll/Update button on the right. After your new hire eligibility window is closed, you will not be able to make changes to your elections until Open Enrollment or you experience a qualifying life event. If you have any benefit questions, please consult your company admin or benefits broker.

Note: Open Enrollment elections pending. Click [here](#) to complete.

Total Contributions (Semi-monthly)	
Employee	Employer
\$0.00	\$11.40


[Expand All](#)

3. Enroll in Benefits: Add Dependents

View, change or add dependents

This step lets you add and verify dependents at the time of enrollment, so you can also select and add them to plans in the next steps.

Benefits — Current Year Enrollment



Hammerschmidt, Tom
CURRENT YEAR

- Getting Started
- Basic Information
- Dependents**
- Medical
- Dental
- Vision
- Supplemental
- Employee Assistance
- Beneficiary
- Additional Info
- Review & Submit


Dependents

[Add Dependent](#)

Edit dependents' information here. To add/edit dependent coverage, update their benefits enrollment. (life event, open enrollment, etc).

FIRST NAME	LAST NAME	RELATIONSHIP	GENDER	DATE OF BIRTH	SSN	
Mary	Murphy	Spouse	Female	02/29/XXXX	XXX-XX-4456	...

[Back](#) [Save & Proceed](#)




3. Enroll in Benefits: Enroll Dependents

Remember to enroll your dependents

To enroll your dependents on a plan, select them at the top of the page.

Then, select the plan that best suits your needs.

Benefits — Current Year Enrollment



Hammerschmidt, Tom
CURRENT YEAR

- Getting Started
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Choose Medical Plan

Need help in deciding on the best plan for you? [Learn more](#)

Dependents

Choose dependents who you want to cover in this Medical Plan

- Mary Murphy
Spouse


Eligibility Questions

Answer these questions to see your eligible plans

Have you been diagnosed with Cancer in the last 12 months? Yes No

Select a plan

[Compare Plans](#)

Excellus  SELECTED

PPO 250 Gold
Flexible plan [Plan Details](#)

Deductible (individual)	---	\$250	What will this cost me? --- Refer to your HR Administrator
Deductible (family)	---	\$500	
Rx Generic	---	\$5; ded waived	
Rx Brand	---	\$20	
Rx Specialty	---	\$40	
Office Co-Pay	---	\$25	


3. Enroll in Benefits: Select a Plan

View or change your benefits in the Benefits tab

To make your elections, select the plan card that is the best fit for your needs.

For more plan info, click *Plan Details*.

Benefits — Current Year Enrollment



Hammerschmidt, Tom
CURRENT YEAR

- Getting Started
- Basic Information
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- Medical**
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- Review & Submit

Excelsius PPO 250 Gold Flexible plan SELECTED [Plan Details](#)

Deductible (individual)	---	\$250	What will this cost me? --- Refer to your HR Administrator	
Deductible (family)	---	\$500		
Rx Generic	---	\$5; ded waived		
Rx Brand	---	\$20		
Rx Specialty	---	\$40		
Office Co-Pay	---	\$25		

Excelsius HMO 500 Silver Economical Plan [Plan Details](#)

Deductible (individual)	---	\$5,350.00	Employer Contribution	---	\$300.00
Deductible (family)	---	\$1,500.00	Semi-monthly		
Rx Generic	---	\$5	Employee Contribution	---	\$75.00
Rx Brand	---	\$20	Semi-monthly		
Rx Specialty	---	\$40			
Office Co-Pay	---	\$20			

Please click here if you wish to waive Medical. Waive Medical

Back Save & Proceed

3. Enroll in Benefits: Continue Enrollment

Select Additional Benefits

Continue through the enrollment flow and either select or waive each benefit.

Benefits — Current Year Enrollment

EOI approval request form : [view](#)

Disclaimer : Please refer to the Product Information Flyer or attachment for a complete description of benefits, limitations and exclusions. Insurance products and services are generally provided by the listed carrier but not in all circumstances

Supplemental Life
by The Hartford

Supplemental Life Insurance Plan	Employee Cost
Plan Flyer Plan Detail	Semi-monthly Approved — \$0.04

Employee	Guaranteed Issue Amount	Benefit Amount
<input checked="" type="checkbox"/> - Life	\$50,000.00	10,000.00
<input type="checkbox"/> - AD&D		
<input type="checkbox"/> - Critical Care		

Employee Assistance

Spouse/Domestic partner	Guaranteed Issue Amount
<input type="checkbox"/>	\$20,000.00

EOI approval request form : [view](#)

Disclaimer : Please refer to the Product Information Flyer or attachment for a complete description of benefits, limitations and exclusions. Insurance products and services are generally provided by the listed carrier but not in all circumstances

Please click here if you wish to waive Life. [Waive Life](#)



Hammerschmidt, Tom
CURRENT YEAR

- ✓ Getting Started
- ✓ Basic Information
- ✓ Dependents
- 4 Medical
- 5 Dental
- 6 Vision
- ✓ Supplemental
 - Life
 - AD&D
 - Critical Care
- ✓ Employee Assistance
- 9 Beneficiary
- 10 Additional Info
- 11 Review & Submit

3. Enroll in Benefits: Submit Enrollment

Remember to click the final *Submit Enrollment* button to record your benefit elections.

You can view your elections and plan documents at any time on the Benefit Summary page.

The screenshot displays the 'Benefits — Current Year Enrollment' interface. On the left, a navigation menu lists steps: Getting Started, Basic Information, Dependents, Medical, Dental, Vision, Supplemental, Employee Assistance, Beneficiary, Additional Info, and Review & Submit (which is highlighted). The main content area is titled 'Review & Submit' and includes a warning: 'Your enrollment is not yet submitted. Please review and click on the "submit" button.' Below this, a 'Total Contributions(Semi-monthly)' section shows a progress bar and a table of contributions:

Category	Employee	Employer
Total Contributions(Semi-monthly)	\$2.49	\$34.95

The interface also shows details for two selected plans:

- Medical Plan - PPO 250 Gold (Semi-monthly)**: Excellus BCBS - Policy 102343, Flexible plan. Includes links for Plan Tips and SBC. A button labeled 'Refer to your HR Administrator' is present.
- Dental Plan - Dental Plus (Semi-monthly)**: MetLife - Policy 99999, 80/50. Includes a link for SBC.

Each plan section has an 'EDIT' button and a confirmation message: 'New Medical Plan (PPO 250 Gold) added.' and 'New Dental Plan (Dental Plus) added.' respectively.

**Congratulations on completing
your enrollment!**
