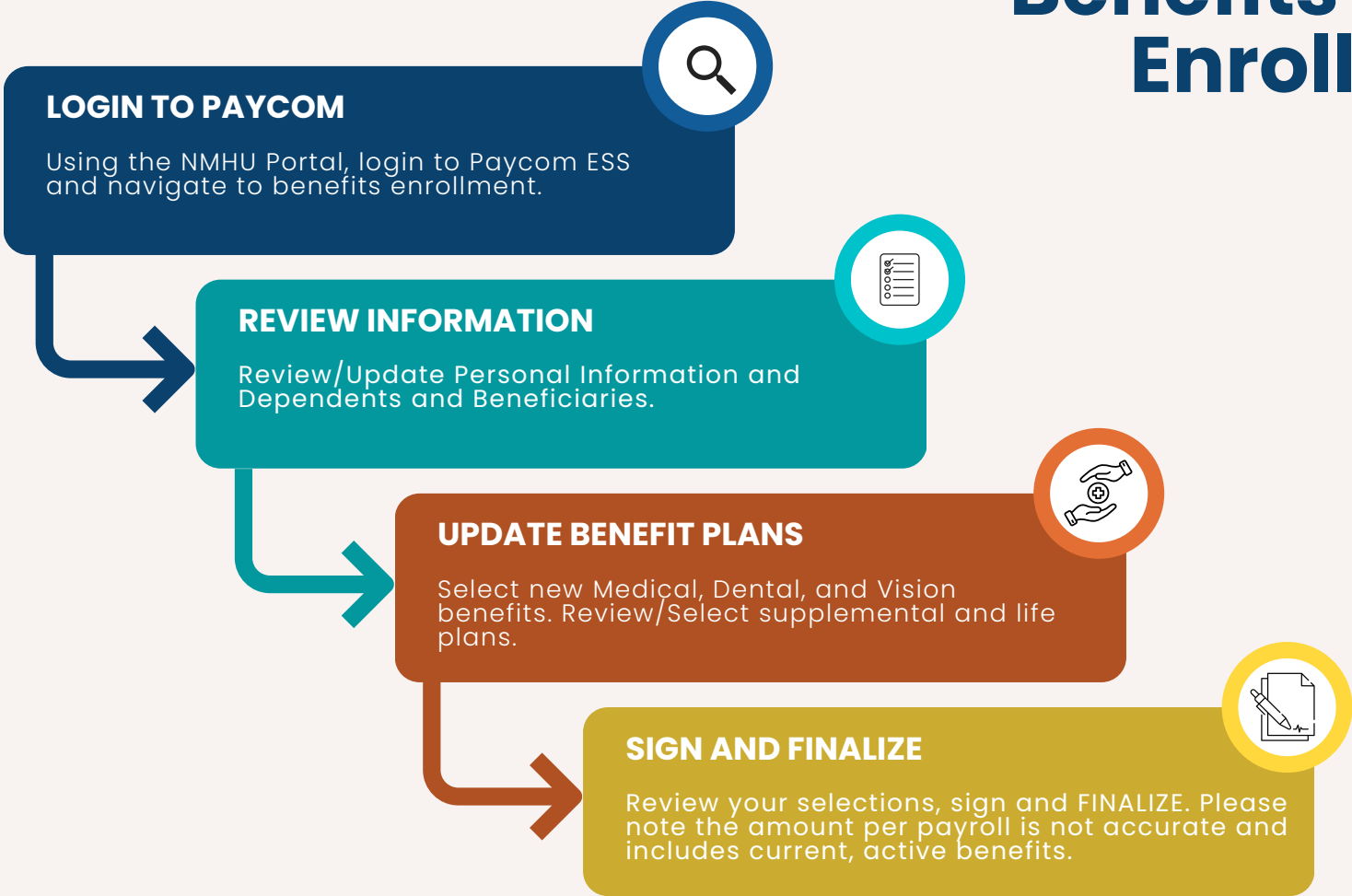


Step by Step Benefits Open Enrollment



Questions? Email benefits@nmhu.edu

LOGIN TO PAYCOM

Using the NMHU Portal, login to Paycom ESS and navigate to benefits enrollment. Select the Notifications icon in the navigation menu and select 2026 Benefits Enrollment.

The screenshot shows the Paycom ESS dashboard interface. At the top, there is a purple header bar with the 'iWant™' logo and a notification bell icon with a red '7' badge. Below the header is a navigation menu with items: 'iWant™', 'Time Management', 'Time-Off Requests', 'Information', 'Payroll', 'Documents', 'Checklists', 'Benefits', and 'Per'. The main content area features a large white card on the left with the 'iWant™ - Command-Driven AI Engine' logo and a search bar containing the text 'What data do you want?'. To the right of this card is a 'Time Manager' section with a clock icon and text: 'Time Manager', 'Editable Time Sheet', and 'Web Time Sheet Read'. Below these are four white cards representing different dashboard sections: 'Information' (with a fingerprint icon and sub-items: 'Address and Contact Information', 'HR Information'), 'Payroll' (with a money bag icon and sub-items: 'View Pay Stubs', 'Approve My Check®'), 'Documents' (with a document icon and sub-items: 'My Documents', 'Company Resources'), and 'Checklists' (with a checklist icon and sub-item: 'My Checklists'). A 'Notifications' dropdown menu is open over the dashboard, listing several items: '2026 Benefits Enrollment' (highlighted with a red arrow), '30 days left to complete enrollment', 'Retirement Enrollment' (4 Plans to Review), 'Paycom University' (2 Course(s) to be Completed), '6 Path(s) to be Completed', 'Documents' (Action-Required: 1), 'Clearance Form' (0 of 2 Tasks Complete (0% Complete)), and 'MyCom' (1 Announcement to Review).

REVIEW INFORMATION

Review/Update Personal Information and Dependents and Beneficiaries. You will need dates of birth and social security numbers to add dependents or beneficiaries.

2026 Benefit Enrollment

\$709.95

Total Per Pay Period

[How Do Benefits Affect My Pay?](#)

Welcome

Personal Information ←

Dependents and Beneficiaries ←

Benefit Plans

Dependents and Beneficiaries



Add Recipient

If you do not have dependents or beneficiaries listed, please click "ADD" to designate these individuals for the various benefit plans. Many life plans require you to list a beneficiary upon enrollment in the plan. To add beneficiary, click life plan on the right in the workflow on the right → and designate beneficiary.

For Dependent and Beneficiaries

You may add or edit dependents and beneficiaries at any time. Only dependents and beneficiaries who are not associated with an active plan can be deleted.

If you do not have dependents or beneficiaries listed, please click **ADD** to designate these individuals for the various benefit plans. Many life plans require you to list a beneficiary upon enrollment in the plan.



Common Questions

Q: What is a dependent?

A: A dependent is an individual who is dependent on the insured person and therefore is eligible for coverage. This is usually a spouse or child.

Q: What is a beneficiary?

A: For insurance, the beneficiary is the person or entity entitled to receive the claim amount and other benefits upon the death of the benefactor or on the maturity of the policy. In many cases, a spouse or close relative is listed as a beneficiary.

Personal Information



Edit

UPDATE BENEFIT PLANS

Select new Medical, Dental, and Vision benefits by clicking 'Review All Plans' in the top right. Review plans labeled "NEW." Review/Select supplemental and life plans.

Benefit Plans

[Review All Plans](#)


If you are satisfied with your enrollment, click Finalize then Sign and Submit to complete enrollment.

Available Plans

If no action is taken, the system will decline the available plans upon finalization.

 Life Plans

 View

 Voluntary Supplemental Plans

 View


Benefit Plans

[Review All Plans](#)


If you are satisfied with your enrollment, click Finalize then Sign and Submit to complete enrollment.

Available Plans

If no action is taken, the system will decline the available plans upon finalization.

 Life Plans

  View




 Voluntary Supplemental Plans

  View

\$764.22

Total Per Pay Period

[How Do Benefits Affect My Pay?](#)

Medical Plans	\$326.91 ✓
Dental Plans	\$16.19 ✓
Vision Plans	\$7.17 ✓
Life Plans	\$3.28 ✓
Voluntary Supplemental Plans	\$11.96 ✓
NEW Dental 2026 	\$17.26 ✓
NEW Vision 2026 	\$3.73 ✓
NEW Medical 2026 	\$377.72 ✓

ATTENTION

Attention! Please note that the total amount shown per pay period is **NOT** accurate. This amount currently includes both your active plans that end on June 30 and your new plans that begin on July 1.

To calculate your new benefit deduction amount, subtract the cost of any current medical, dental, and vision plans (listed towards the top) that are not labeled “NEW” from the total amount shown.

You may also use the **“How Do Benefits Affect My Pay?”** tool. Click the link and update the effective date to **7/1/2026** to view a more accurate estimate of your future benefit deductions.

Back to Benefit Plans

Review All Plans

\$762.29
Total Per Pay Period
[How Do Benefits Affect My Pay?](#)

Plan Type	Amount	Status
Medical Plans	\$326.91	✓
Dental Plans	\$16.19	✓
Vision Plans	\$7.17	✓
Life Plans	\$3.28	✓
Voluntary Supplemental Plans	\$11.96	✓
NEW Dental 2026	\$16.19	✓
NEW Vision 2026	\$2.87	✓
NEW Medical 2026	\$377.72	✓

Medical Plans

Plans Documents

BlueCross BlueShield PPO - Non Domestic Partner

- BCBS PPO 2025
- Benefit Comparison Grid 2026
- Non-Union Benefits Rates

Test Sample Paycheck

Changes made here are a preview only simulation. They have **no impact on your actual paycheck or enrollment selections.**

[How Test Sample Paycheck Works](#)

Effective Date → 7/1/2026 >

MORE INFORMATION

Need more information on plans/cost? Click on any of the "New" plan options and then click the Documents tab to find the Benefit Rate Sheets and Benefit Comparison Grid.

Review All Plans




\$709.95
Total Per Pay Period
[How Do Benefits Affect My Pay?](#)

Medical Plans	\$326.91 ✓
Dental Plans	\$16.19 ✓
Vision Plans	\$7.17 ✓
Life Plans	\$3.28 ✓
Voluntary Supplemental Plans	\$11.96 ✓
NEW Dental 2026	\$17.26 ✓
NEW Vision 2026	\$3.73 ✓
NEW Medical 2026	\$323.45 ✓




NEW Dental 2026

Plans **Documents**

Basic - DELTA - Emp/Spouse/Family

-  [7/1/2026 Benefit Rate Sheet](#)
-  [7/1/2026 Benefit Rate Sheet UNION](#)
-  [Benefit Comparison Grid 2026](#)

Basic - METLIFE - Emp/Spouse/Family

-  [7/1/2026 Benefit Rate Sheet](#)
-  [7/1/2026 Benefit Rate Sheet UNION](#)
-  [Benefit Comparison Grid 2026](#)

Basic - DELTA - Domestic Partner Pre-Tax

SIGN AND FINALIZE

Review your selections, Sign and FINALIZE. You must click the Finalize button on the bottom right to submit any new changes!


Total Cost **\$709.95** / Per Pay Period

Sign and Finalize
To complete your enrollment, add your signature and click finalize enrollment below to confirm your benefit elections.

Draw **Type** × Clear

Sign and Finalize

Have questions before finalizing? [Ask Here](#)

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Exit

Finalize

Now What?

Open enrollment is from April 1st to May 1st. Benefit enrollment forms will be submitted to the state benefit administrator by May 1st. No changes or updates will be allowed after this time.

- We will start to receive confirmation of benefits between May 1st and June 30th.
 - You will also receive a confirmation to your home address.
- On your first check in July, check your benefits!
 - Check for any issues or errors in deductions.
- If you see any issues or have any questions, let us know ASAP!