

Welcome to Horizons Incorporated 2021 Open Enrollment

First Step: Visit the Open Enrollment Website <https://horizons-inc.com/oe2021/>

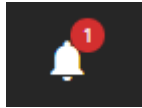
to access the following:

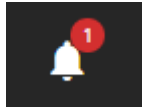
- Open Enrollment Presentation
- The 2021 Alex Link – Alex will walk you through your benefit options.
- Other informational links

When you are ready to make your elections:

Follow the step by steps instructions below if you are **KEEPING YOUR 2020 ELECTIONS THE SAME for 2021**.

1. Log into Paycom by going to www.paycom.com or opening the app on your phone.



2. Click on the  in the upper right-hand corner of the screen and select “2021 Enrollment”.
3. Select “Start Enrollment”.



4. On the next screen, you will see your demographic information. Is the information correct?

- If YES: Select “Next”.
- If NO: Update your information by clicking “Edit”. When everything is correct, select “Next”.

5. At the top of the next screen you will see Pre-Enrollment Questions.

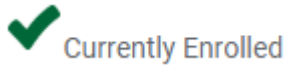
- Do you want to enroll in the same benefits as last year? Check **Yes**

***BEFORE YOU MOVE FORWARD FROM THIS SCREEN....**

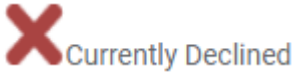
- Below the Pre-Enrollment Questions, you will see your Dependent and Beneficiary Information.
- If the information listed is incorrect, click the  to Edit, or the  to delete.
- If the information listed is correct, click “Save and Next”.

6. The next screen will show you the benefits you are currently enrolled in those that you are not enrolled in.

- Benefits you are enrolled in will have a Green Check next to them



- Benefits you are not enrolled in will have a Red X next to them



- Carefully review this information.

7. Review the box on the right side of this screen to view your benefit selections. If

FINALIZE

everything looks correct, click

8. A box will appear with 2 choices: “Cancel” or “Sign and Submit”. If you are satisfied with your enrollment, select “Sign and Submit”



You're not finished yet!

9. Before your enrollment is complete, there is one more step! You will be prompted to complete the following forms:

- Smoking and Tobacco Non-use Statement Form
- Spousal Coverage Provision Notice

Review, Complete, and Sign both forms.

Congratulations! Your enrollment is complete!

If you have questions about your enrollment, contact HR:

Emily Geller 216-714-0061

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