

Welcome to Horizons Incorporated 2021 Open Enrollment

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

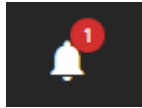
to access the following:

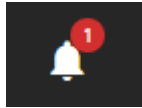
- Open Enrollment Presentation
- The 2021 Alex Link – Alex will walk you through your benefit options.
- Other informational links

When you are ready to make your elections:

Follow the step by steps instructions below if you are **MAKING CHANGES TO YOUR BENEFITS 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.

6. Do you want to enroll in the same benefits as last year? Check **No**

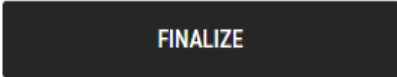
***BEFORE YOU MOVE FORWARD FROM THIS SCREEN....**

- 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”.

7. On the next screen, Paycom will walk you through each benefit option. If you wish to enroll, place a check mark in the box in front of the benefit of choice.

8. Select the Coverage Type for each benefit. The choices include:
 - Employee Only
 - Employee & Spouse
 - Employee & Children
 - Employee & Family
9. Medical plans will require you to indicate whether or not you or a covered dependent are a tobacco user.
10. Review the box on the right side of this screen to view your benefit selections. If

everything looks correct, click



FINALIZE

11. 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!

- 12 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:

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