



# Complete Benefits Enrollment Process Using Paycomonline

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*Fabiano Brothers*  
Established 1885

## Complete Benefits Enrollment Process Using Paycom

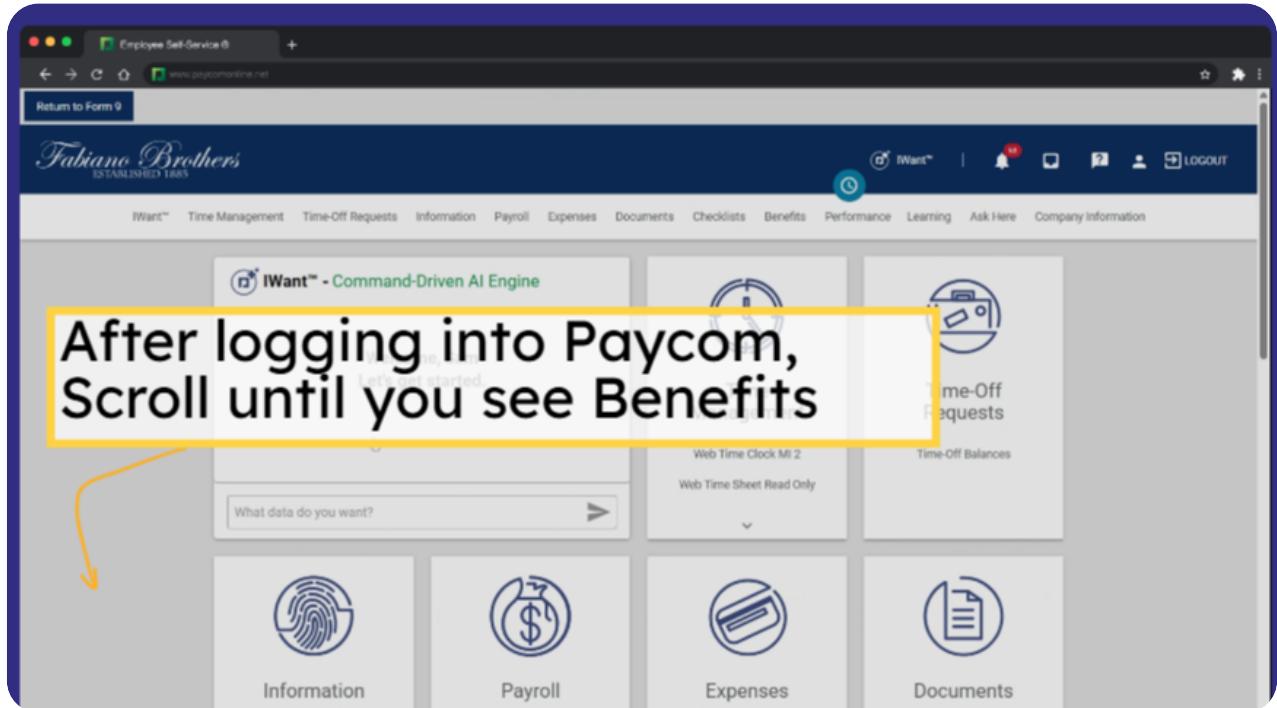


This short video guides you through enrolling in Benefits through Paycom.

Go to [www.paycomonline.net](http://www.paycomonline.net)

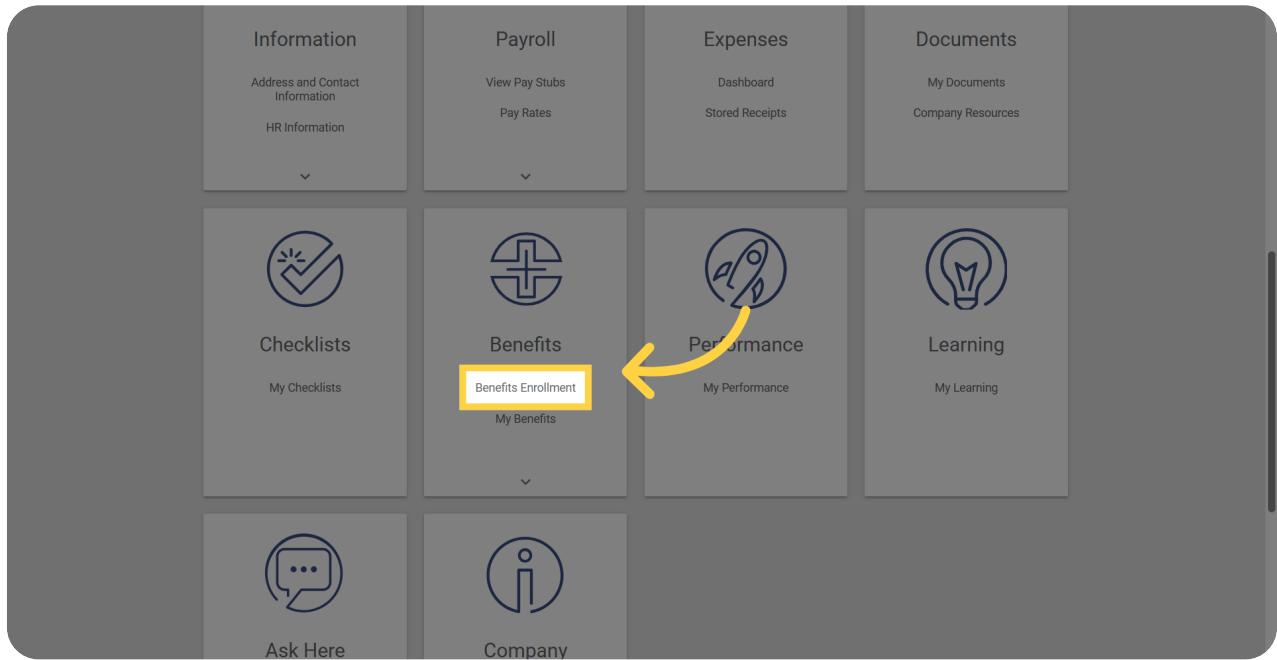
## 01 Introduction

Log into Paycom. If you need your log in information reset, contact HR.



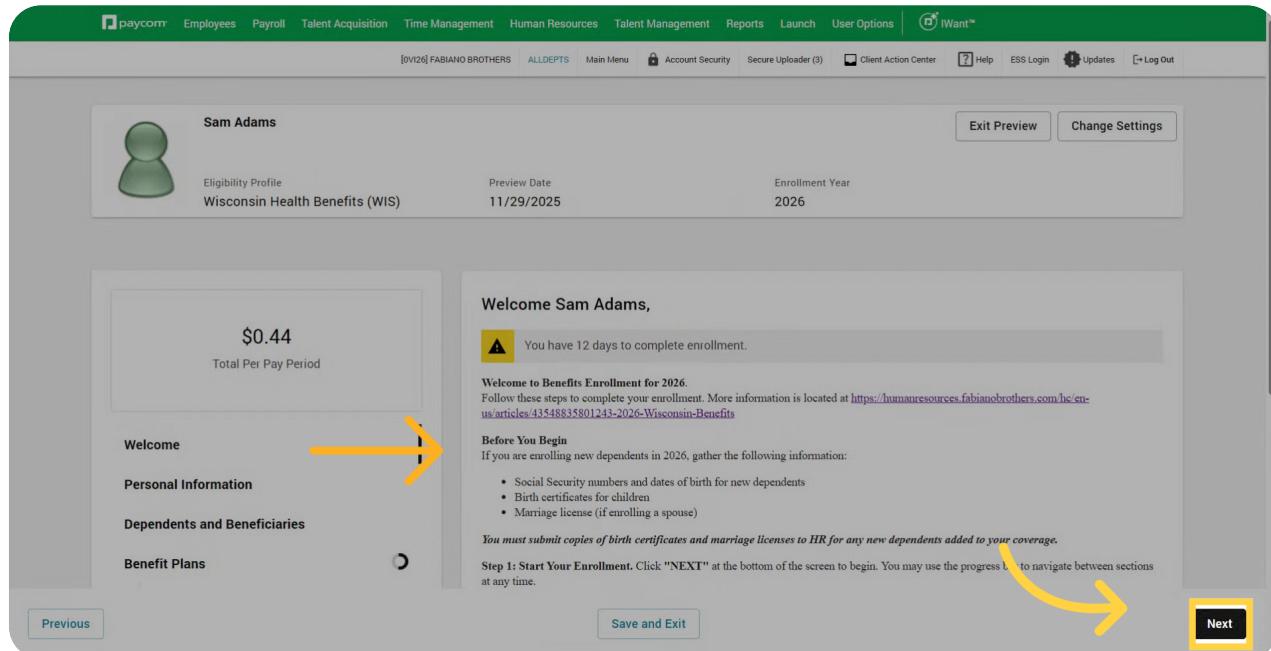
## 02 Click Benefits Enrollment

Click the Benefits Enrollment option to start the 2026 Benefit Enrollment process.



## 03 | Introduction

Read through the instructions then click next.



Sam Adams

Eligibility Profile: Wisconsin Health Benefits (WIS)

Preview Date: 11/29/2025

Enrollment Year: 2026

\$0.44 Total Per Pay Period

Welcome Sam Adams,

**Welcome to Benefits Enrollment for 2026.**  
Follow these steps to complete your enrollment. More information is located at <https://humanresources.fabianobrothers.com/hc/en-us/articles/43548835801243-2026-Wisconsin-Benefits>

**Before You Begin**  
If you are enrolling new dependents in 2026, gather the following information:

- Social Security numbers and dates of birth for new dependents
- Birth certificates for children
- Marriage license (if enrolling a spouse)

*You must submit copies of birth certificates and marriage licenses to HR for any new dependents added to your coverage.*

Step 1: Start Your Enrollment. Click "NEXT" at the bottom of the screen to begin. You may use the progress bar to navigate between sections at any time.

Save and Exit

Next

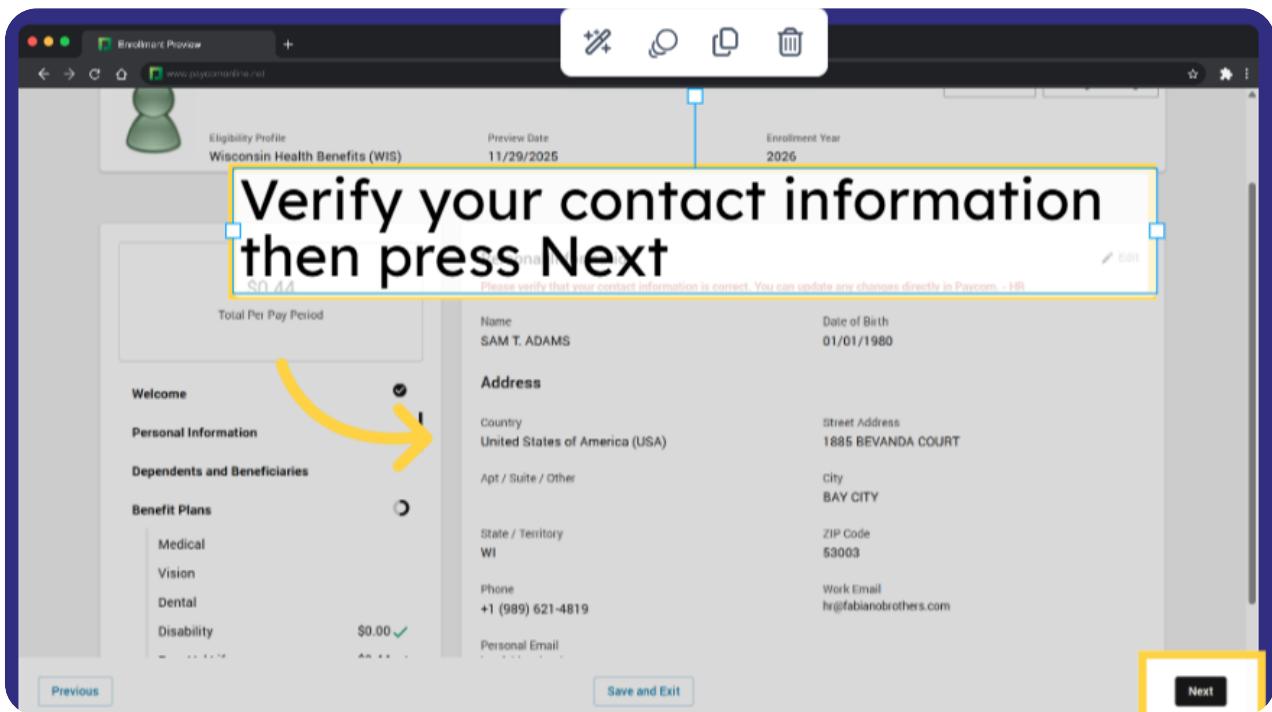
Previous

Paycom Employees Payroll Talent Acquisition Time Management Human Resources Talent Management Reports Launch User Options IWant™

[0V126] FABIANO BROTHERS ALLODEPTS Main Menu Account Security Secure Uploader (3) Client Action Center Help ESS Login Updates Log Out

## 04 Verify your contact information

Make changes to the incorrect contact information, then press next. At any time, you can click an item from the bar on the left-hand side.



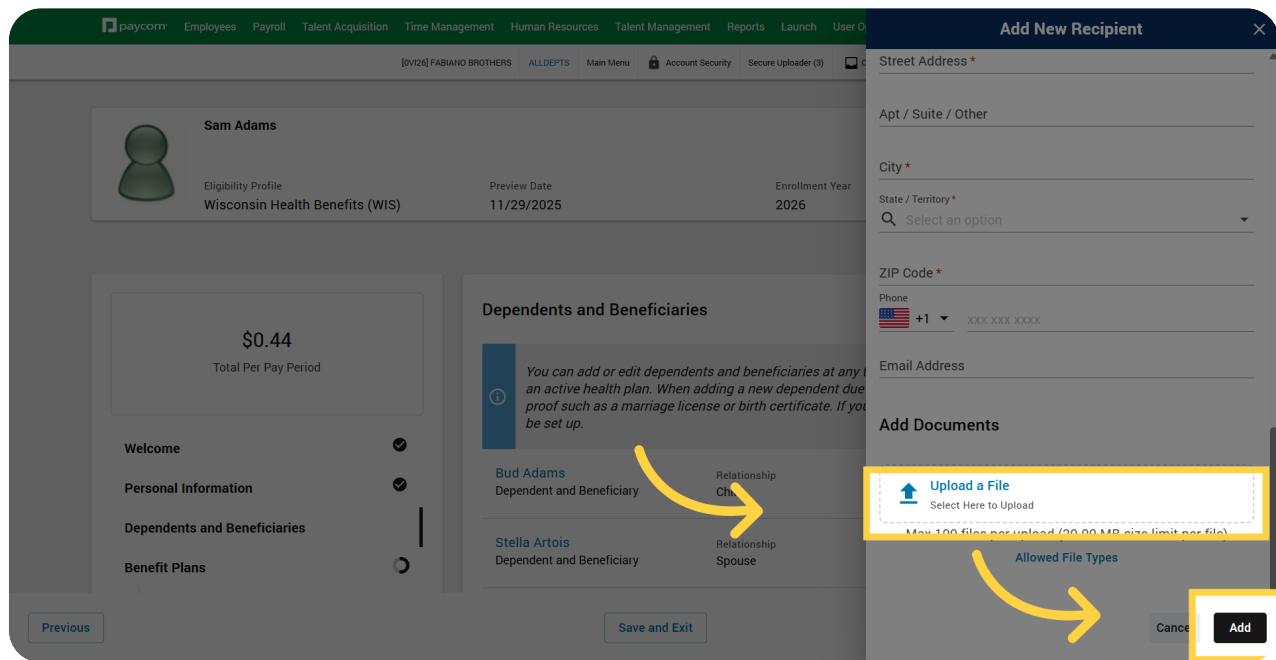
## 05 Add a Dependent

Click Add Recipient to include a new dependent for your benefits.

The screenshot shows a web-based application for managing health benefits. At the top, there's a preview header with 'Eligibility Profile' (Wisconsin Health Benefits (WIS)), 'Preview Date' (11/29/2025), and 'Enrollment Year' (2026). The main content area is titled 'Dependents and Beneficiaries'. A yellow arrow points to a button labeled 'Add Recipient'. Below this, there's a note: 'You can add or edit dependents and beneficiaries at any time, but you can only delete those not linked to an active health plan. When adding a new dependent due to marriage, birth, or adoption, you must upload proof such as a marriage license or birth certificate. If you don't upload this information, benefits cannot be set up.' A table lists two dependents: 'Bud Adams' (Dependent and Beneficiary, Relationship: Child, Date of Birth: 01/01/1980) and 'Stella Artois' (Dependent and Beneficiary, Relationship: Spouse, Date of Birth: 01/01/1969). On the left, a sidebar shows a navigation menu with 'Welcome' (checked), 'Personal Information' (checked), 'Dependents and Beneficiaries' (unchecked), and 'Benefit Plans' (unchecked). Under 'Benefit Plans', there are sections for 'Medical' (checked), 'Vision' (checked), 'Dental' (unchecked), 'Disability' (\$0.00 ✓), 'Emp Vol Life' (\$0.44 ✓), and 'ULLIANCE WELLNESS' (unchecked). At the bottom, there are 'Previous' and 'Next' buttons, and a 'Save and Exit' button.

## 06 Enter the dependent Information

Enter the dependent information. If adding a new dependent, upload the birth certificate for a child or the marriage license for a spouse. When done, press the ADD button to save.



The screenshot shows the Paycom software interface. On the left, a sidebar displays a green user icon, the name 'Sam Adams', and sections for 'Eligibility Profile' (Wisconsin Health Benefits (WIS)), 'Preview Date' (11/29/2025), and 'Enrollment Year' (2026). Below this, a box shows '\$0.44 Total Per Pay Period'. The main content area is titled 'Dependents and Beneficiaries' and lists two entries: 'Bud Adams' (Dependent and Beneficiary, Relationship Child) and 'Stella Artois' (Dependent and Beneficiary, Relationship Spouse). A yellow arrow points from the 'Child' relationship label to the 'Upload a File' section of the 'Add New Recipient' dialog box. The dialog box is titled 'Add New Recipient' and contains fields for 'Street Address', 'Apt / Suite / Other', 'City', 'State / Territory', 'ZIP Code', 'Phone', 'Email Address', and 'Add Documents'. The 'Add Documents' section includes an 'Upload a File' button, a note about file limits, and an 'Allowed File Types' section. A yellow box highlights the 'Add' button at the bottom right of the dialog box. The 'Save and Exit' button is visible at the bottom of the main content area.

## 07 Continue by Clicking Next

Click Next to move forward in the enrollment workflow.

Sam Adams

Eligibility Profile: Wisconsin Health Benefits (WIS)

Preview Date: 11/29/2025

Enrollment Year: 2026

Exit Preview | Change Settings

**Dependents and Beneficiaries**

**Add Recipient**

**Dependents and Beneficiaries**

**Bud Adams**  
Dependent and Beneficiary  
Relationship: Child  
Date of Birth: 01/01/1980

**Stella Artois**  
Dependent and Beneficiary  
Relationship: Spouse  
Date of Birth: 01/01/1969

**Next**

**Dependents and Beneficiaries**

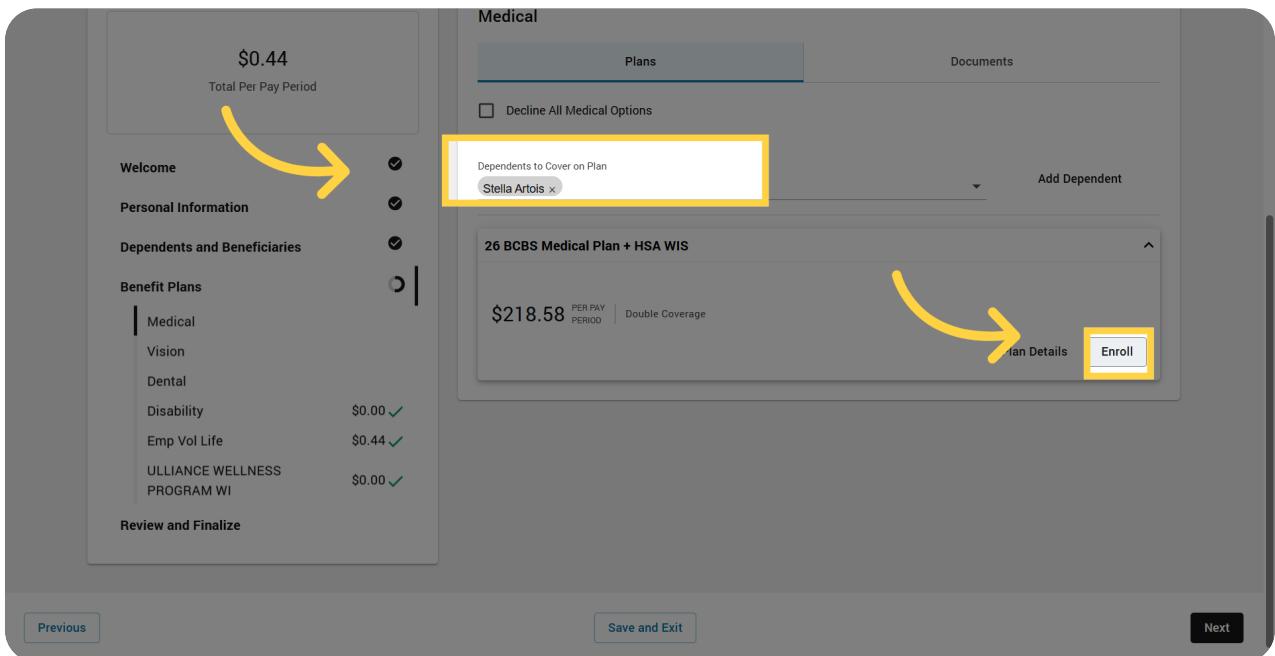
**Bud Adams**  
Dependent and Beneficiary  
Relationship: Child  
Date of Birth: 01/01/1980

**Stella Artois**  
Dependent and Beneficiary  
Relationship: Spouse  
Date of Birth: 01/01/1969

**Next**

## 08 Click Enroll

Click Enroll for each benefit you are electing. Verify any dependents are listed



## 09 Decline

If waiving coverage, check the box "Decline" and then press the next button.

The screenshot shows a user interface for selecting benefit plans. On the left, a sidebar lists various benefit categories with checkboxes. The 'Medical' plan is selected, indicated by a blue border and a green checkmark. The main content area is titled 'Medical' and shows the 'Plans' tab selected. A box highlights the 'Decline All Medical Options' checkbox. Below it, a list of dependents is shown, with 'Stella Artois' selected. A yellow arrow points from this list to the 'Next' button at the bottom right. The 'Next' button is also highlighted with a yellow box. The bottom right corner of the main content area is also highlighted with a yellow box.

**Medical**

Plans Documents

Decline All Medical Options

Dependents to Cover on Plan  
Stella Artois x Add Dependent

**26 BCBS Medical Plan + HSA WIS** Enrolled

\$218.58 PER PAY PERIOD Double Coverage

Plan Details Decline Plan

Medical \$218.58 ✓

Health Savings Account

Vision

Dental

Disability \$0.00 ✓

Emp Vol Life \$0.44 ✓

ULLIANCE WELLNESS PROGRAM WI \$0.00 ✓

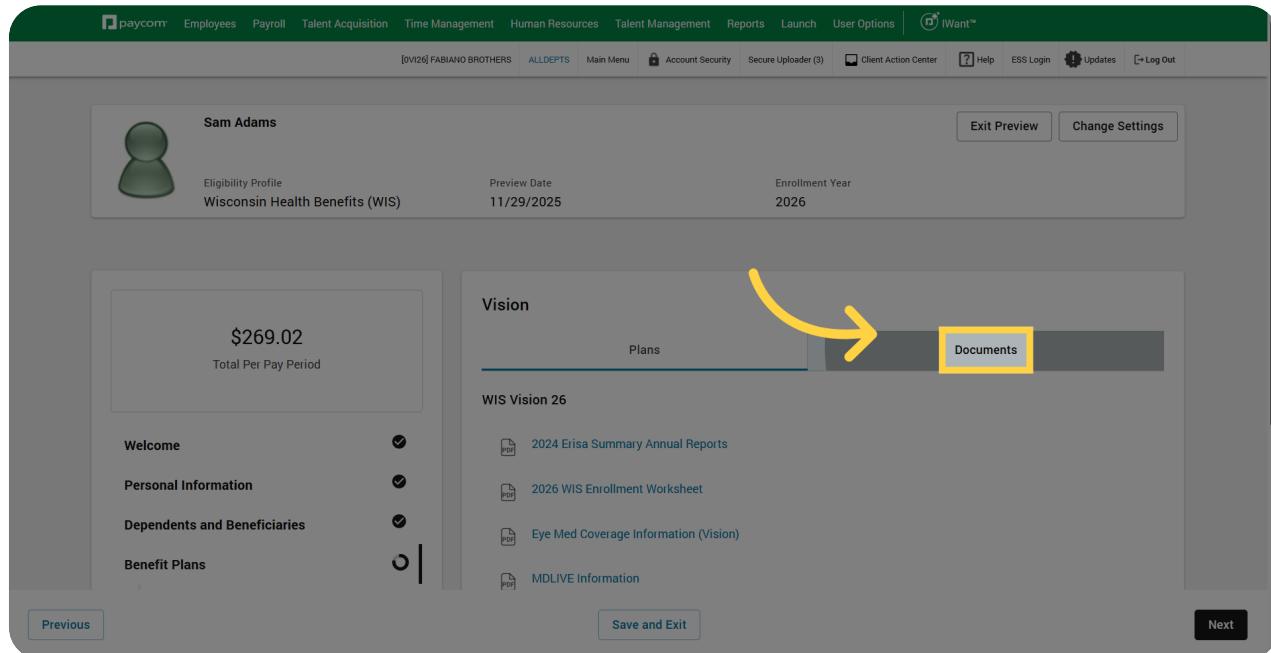
MDLIVE WIS 26 \$0.00 ✓

Review and Finalize

Previous Save and Exit Next

## 10 Open Documents Section

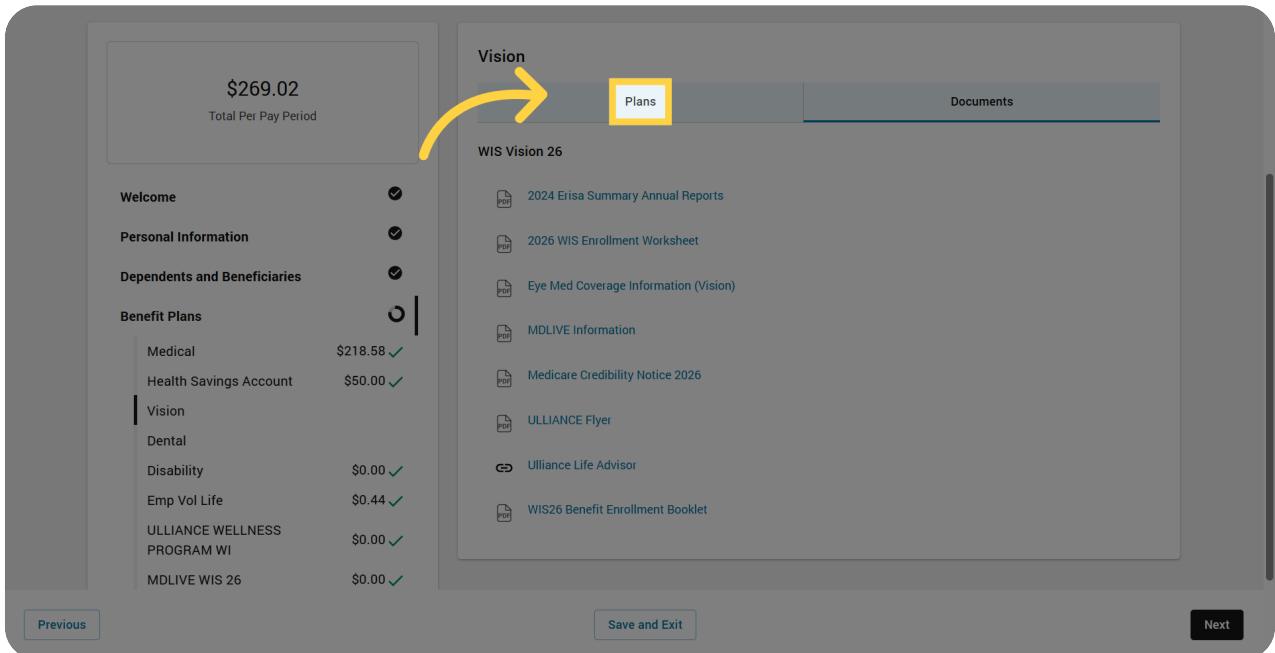
Click Documents to review important benefits-related paperwork.



The screenshot shows the Paycom software interface. At the top, there is a navigation bar with links for Employees, Payroll, Talent Acquisition, Time Management, Human Resources, Talent Management, Reports, Launch, User Options, and a 'IWANT™' button. Below the navigation bar, the user's name 'Sam Adams' is displayed, along with a green profile icon. The profile information includes 'Eligibility Profile' and 'Wisconsin Health Benefits (WIS)'. The 'Preview Date' is listed as '11/29/2025' and the 'Enrollment Year' is '2026'. On the left, a sidebar shows a total of '\$269.02' for the 'Total Per Pay Period'. Below this, there is a list of sections: 'Welcome' (checked), 'Personal Information' (checked), 'Dependents and Beneficiaries' (checked), and 'Benefit Plans' (unchecked). On the right, under the 'Vision' section, there is a 'Plans' tab and a 'Documents' tab, which is highlighted with a yellow box and a yellow arrow pointing to it. Below the tabs, there is a list of documents: '2024 Erisa Summary Annual Reports', '2026 WIS Enrollment Worksheet', 'Eye Med Coverage Information (Vision)', and 'MDLIVE Information'. At the bottom of the screen, there are 'Previous' and 'Next' buttons, as well as a 'Save and Exit' button.

## 11 Access Plans Overview

Click Plans to view available benefits plans and options.



The screenshot shows a user interface for managing benefit plans. On the left, a summary box displays a total of \$269.02 for the pay period. Below this, a sidebar lists several sections: Welcome, Personal Information, Dependents and Beneficiaries, and Benefit Plans. The Benefit Plans section is expanded, showing the following details:

Plan	Amount	Status
Medical	\$218.58	✓
Health Savings Account	\$50.00	✓
Vision		
Dental		
Disability	\$0.00	✓
Emp Vol Life	\$0.44	✓
ULLIANCE WELLNESS PROGRAM WI	\$0.00	✓
MDLIVE WIS 26	\$0.00	✓

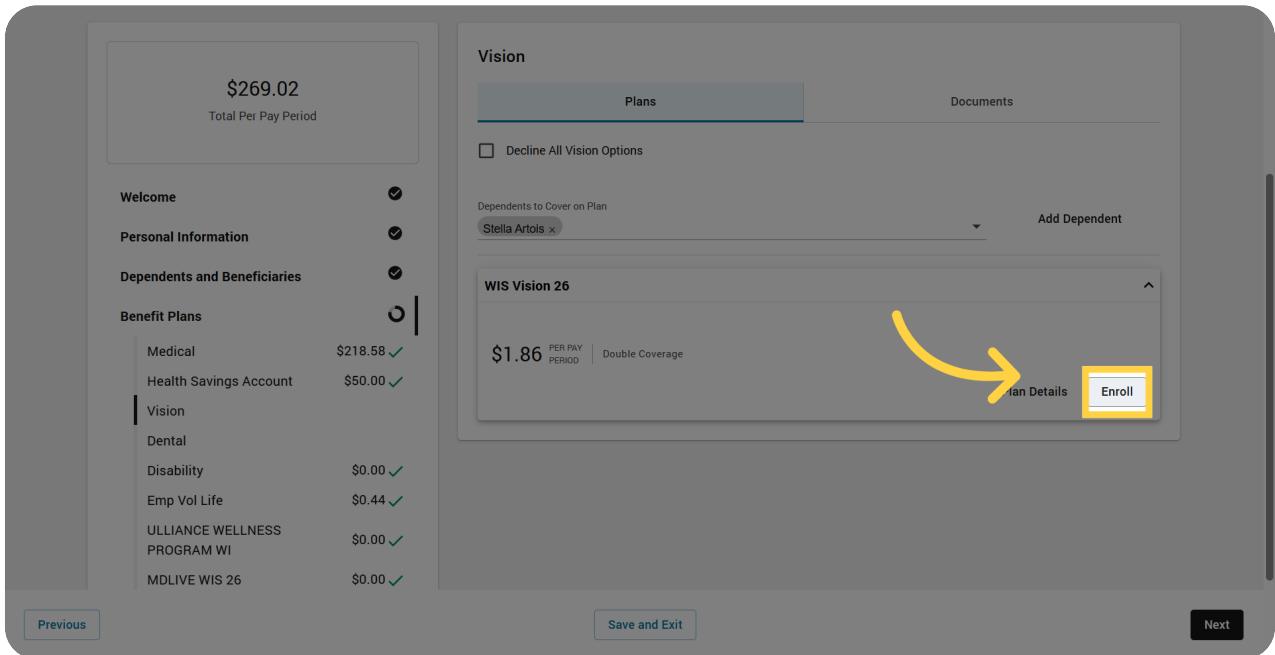
On the right, a 'Vision' tab is selected, highlighted with a yellow arrow. Below it, a list of documents is provided:

- 2024 Erisa Summary Annual Reports
- 2026 WIS Enrollment Worksheet
- Eye Med Coverage Information (Vision)
- MDLIVE Information
- Medicare Credibility Notice 2026
- ULLIANCE Flyer
- ULLiance Life Advisor
- WIS26 Benefit Enrollment Booklet

At the bottom, there are navigation buttons: 'Previous', 'Save and Exit', and 'Next'.

## 12 Plan Enrollment

Click Enroll for each benefit you are electing



The screenshot shows a user interface for plan enrollment. On the left, a summary box displays a total of \$269.02 for the pay period. The main area is titled 'Vision' and contains a 'Plans' tab. Under the 'Plans' tab, there is a section for 'Dependents to Cover on Plan' with 'Stella Artois' listed. An 'Add Dependent' button is available. A sub-section for 'WIS Vision 26' shows a cost of \$1.86 PER PAY PERIOD and indicates 'Double Coverage'. An 'Enroll' button is highlighted with a yellow box and a yellow arrow pointing to it. Navigation buttons for 'Previous', 'Save and Exit', and 'Next' are at the bottom.

**\$269.02**  
Total Per Pay Period

**Vision**

**Plans** **Documents**

Decline All Vision Options

Dependents to Cover on Plan  
Stella Artois

**WIS Vision 26**

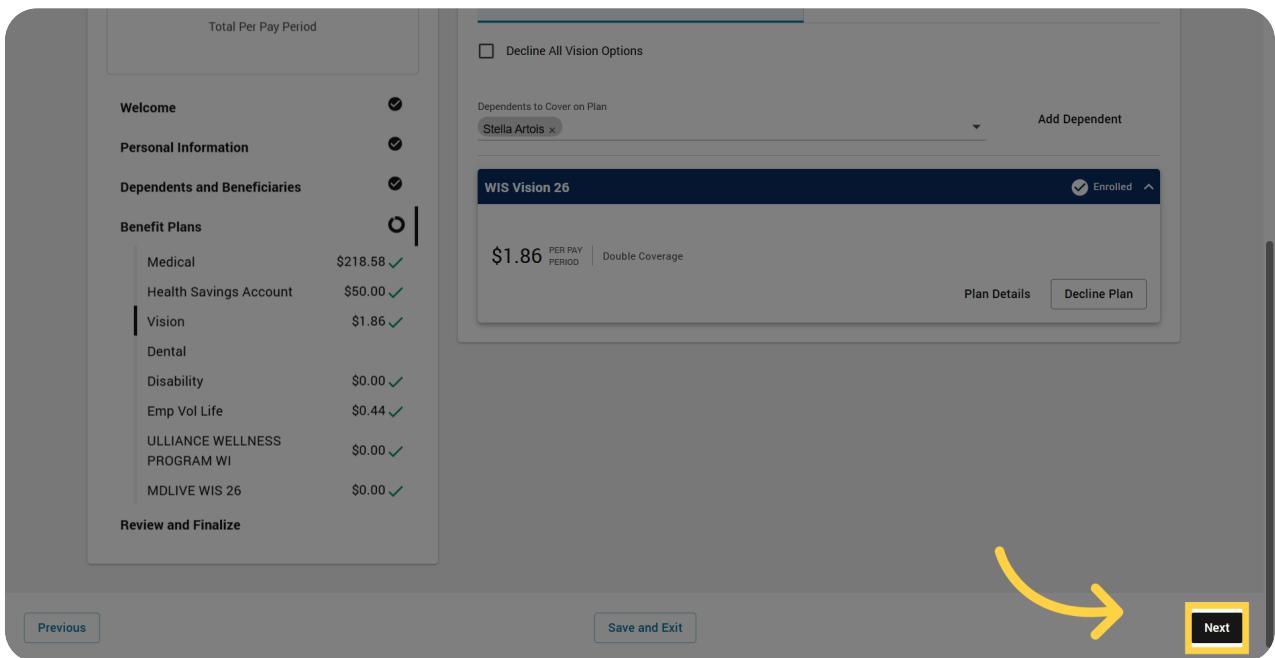
\$1.86 PER PAY PERIOD | Double Coverage

**Enroll**

**Previous** **Save and Exit** **Next**

## 13 Proceed with Next Button

Click Next to continue through the enrollment steps.



## 14 Open Plan Details

Click Plan Details to review the specifics of your selected benefits.

The screenshot shows a user interface for managing benefits. On the left, a sidebar lists various benefit categories with their status (e.g., Welcome, Personal Information, Dependents and Beneficiaries, Benefit Plans, Review and Finalize). The 'Benefit Plans' section is expanded, showing details for Medical, Health Savings Account, Vision, Dental, Disability, Emp Vol Life, ULLIANCE WELLNESS PROGRAM WI, and MDLIVE WIS 26. The 'Disability WI 26' plan is selected, and its details are displayed on the right. The 'Plans' tab is active, showing the benefit description: 'Everyday illnesses or injuries can interfere with your ability to work. Even a few weeks away from work can make it difficult to manage household costs. Short Term Disability (STD) coverage provides financial protection for you by paying a portion of your income, so you can focus on getting better and worry less about keeping up with your bills. This benefit is paid for by Fabiano Brothers. Your benefit rate is 60% of your pre-disability weekly earnings with a maximum of \$1,000. The amount' and a 'See more details' link. Below this, it shows the 'Benefit Amount' as '\$24.00 Per Week' and '\$0.00 PER PAY PERIOD'. A yellow arrow points from the 'Plan Details' button in the bottom right of the modal to the 'Plan Details' button in the bottom right of the main interface. The bottom of the screen has buttons for 'Previous', 'Save and Exit', and 'Next'.

## 15 Select Benefits

Click a benefit from the left-hand side to jump to that page.

Insurance coverage information may be provided to the insurance company or its agents for purposes of underwriting coverage. The information is provided to the insurance company or its agents in electronic format.

**In Progress**

**26 BCBS Medical Plan + HSA WIS**

Coverage Level	Spousal Surchage	Dependents	Price
Double Coverage	No	1	\$218.58

**Disability WI 26**

Coverage Level	Dependents	Price
\$24.00	0	\$0.00

**HSA EQ - Double WIS26**

Coverage Level	Dependents	Price
Double - \$2,650.00	0	\$50.00

**MDLIVE WIS 26**

Coverage Level	Dependents	Price
\$0.00	0	\$0.00

**Previous** **Save and Exit** **Finalize**

**Benefit Plans**

Medical	\$218.58 ✓
Health Savings Account	\$50.00 ✓
Vision	\$1.86 ✓
Dental	\$9.97 ✓
Disability	\$0.00 ✓
Emp Vol Life	\$0.44 ✓
ULLIANCE WELLNESS PROGRAM WI	\$0.00 ✓
MDLIVE WIS 26	\$0.00 ✓



## 16 Open Review and Finalize

Click Review and Finalize to check your selections before submission.

Total Per Pay Period

Benefit	Amount
Medical	\$218.58 ✓
Health Savings Account	\$50.00 ✓
Vision	\$1.86 ✓
Dental	\$9.97 ✓
Disability	\$0.00 ✓
Emp Vol Life	\$0.44 ✓
ULLIANCE WELLNESS PROGRAM WI	\$0.00 ✓
MDLIVE WIS 26	\$0.00 ✓

Review and Finalize

Decline All Dental Options

Dependents to Cover on Plan: Stella Artois x Add Dependent

**WIS Dental 26** Enrolled

\$9.97 PER PAY PERIOD | Double Coverage

Plan Details Decline Plan

Previous Save and Exit Next

## 17 Sign your benefit election

### Sign your benefit elections

**Total Per Pay Period** \$280.00

**WIS Vision 26**

Coverage Level	Dependents	Price
Double Coverage	1	\$1.86

**Total Cost** \$280.85/Per Pay Period

**Sign and Finalize**

Please review your enrollment. When complete, press sign and submit. If you have any questions or concerns about your online enrollment, contact HR using the "Ask Here" feature in Paycom (upper-right hand corner above).

Wendy Yelsik, HR Director  
Fabiano Brothers

**Draw** **Type**

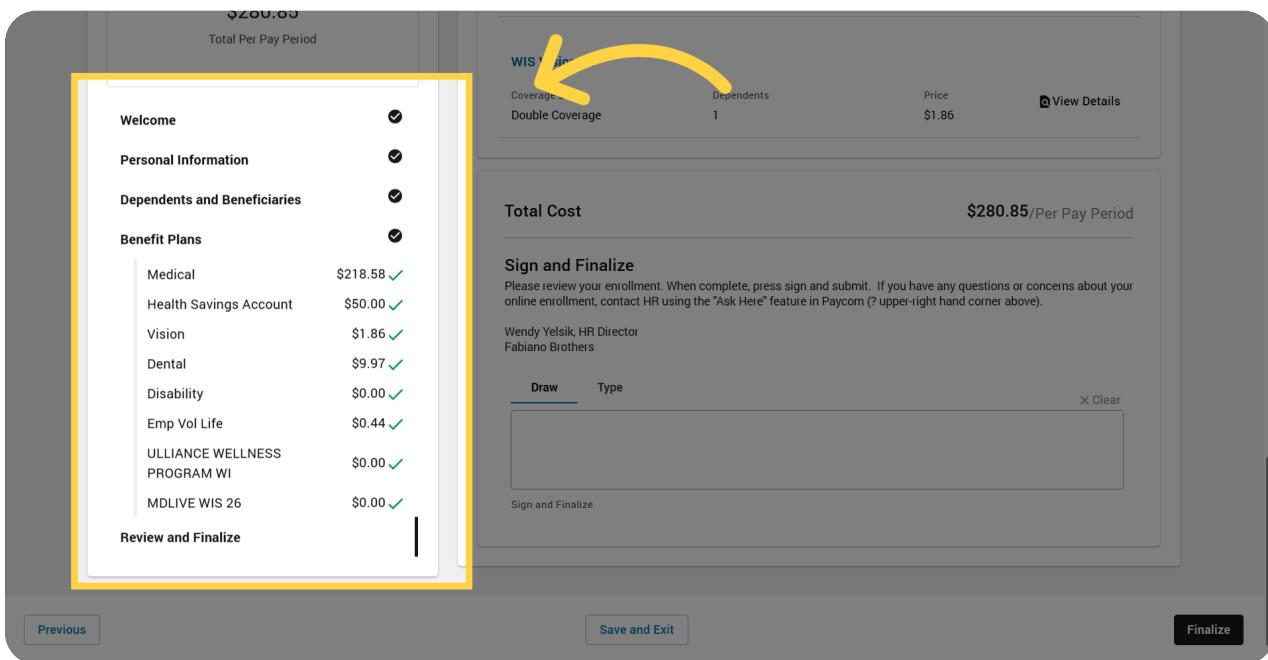
**MDLIVE WIS 26**

**Review and Finalize**

**Previous** **Save and Exit** **Finalize**

## 18 Verify all complete

Double-check to make sure all selections are made. For each completed section, you should have a check mark or an X if declining



The screenshot shows the Paycom enrollment interface. At the top, it displays a total of \$280.85 per pay period. The main area is divided into sections: 'Welcome' (checkmark), 'Personal Information' (checkmark), 'Dependents and Beneficiaries' (checkmark), 'Benefit Plans' (checkmark), and 'Review and Finalize' (highlighted with a yellow box). The 'Benefit Plans' section lists various options with their costs and checkmarks: Medical (\$218.58), Health Savings Account (\$50.00), Vision (\$1.86), Dental (\$9.97), Disability (\$0.00), Emp Vol Life (\$0.44), ULLIANCE WELLNESS PROGRAM WI (\$0.00), and MDLIVE WIS 26 (\$0.00). To the right, a 'WIS 26' section shows 'Coverage' as 'Double Coverage', 'Dependents' as '1', and 'Price' as '\$1.86'. Below this is a 'Total Cost' section showing '\$280.85/Per Pay Period'. A 'Sign and Finalize' section follows, with a note about reviewing enrollment and contacting HR if needed. It includes a 'Draw' and 'Type' input field and a 'Sign and Finalize' button. At the bottom are 'Previous', 'Save and Exit', and 'Finalize' buttons.

## 19 Finalize Enrollment

Click Finalize to complete your benefits enrollment process.

Total Per Pay Period

Welcome	✓
Personal Information	✓
Dependents and Beneficiaries	✓
Benefit Plans	✓
Medical	\$218.58 ✓
Health Savings Account	\$50.00 ✓
Vision	\$1.86 ✓
Dental	\$9.97 ✓
Disability	\$0.00 ✓
Emp Vol Life	\$0.44 ✓
ULLIANCE WELLNESS PROGRAM WI	\$0.00 ✓
MDLIVE WIS 26	\$0.00 ✓

Review and Finalize

**WIS Vision 26**

Coverage Level Double Coverage	Dependents 1	Price \$1.86	<a href="#">View Details</a>
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**Total Cost** **\$280.85**/Per Pay Period

**Sign and Finalize**

Please review your enrollment. When complete, press sign and submit. If you have any questions or concerns about your online enrollment, contact HR using the "Ask Here" feature in Paycom (upper-right hand corner above).

Wendy Yelsik, HR Director  
Fabiano Brothers

Draw Type X Clear

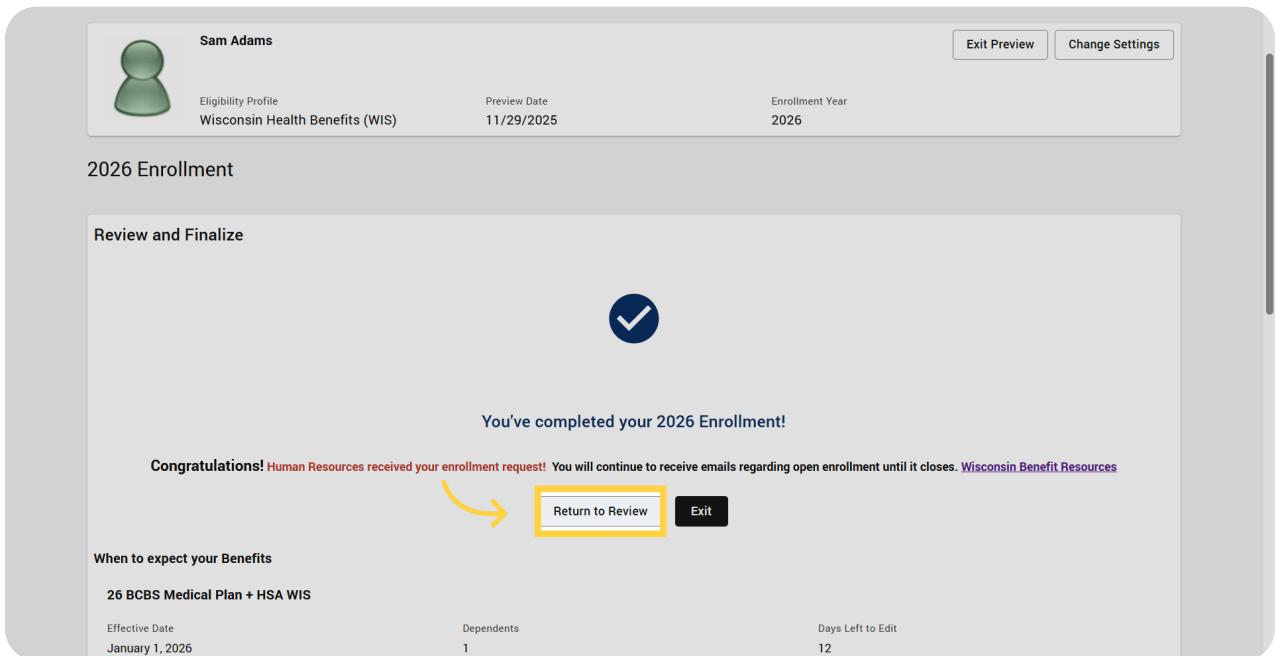
Sign and Finalize

[Previous](#) [Save and Exit](#) **Finalize**



## 20 Return to Review Page

If you see the Congratulations page, then your enrollment was successfully submitted. Click Return to Review your selections.



The screenshot shows a user profile for "Sam Adams" with a green placeholder icon. The profile includes an "Eligibility Profile" for "Wisconsin Health Benefits (WIS)", a "Preview Date" of "11/29/2025", and an "Enrollment Year" of "2026". There are "Exit Preview" and "Change Settings" buttons. The main content area is titled "2026 Enrollment" and "Review and Finalize". It features a large blue checkmark icon and the message "You've completed your 2026 Enrollment!". A yellow arrow points to the "Return to Review" button, which is highlighted with a yellow box. Other buttons include "Exit" and "View Enrollment". A section titled "When to expect your Benefits" shows a plan of "26 BCBS Medical Plan + HSA WIS" with an "Effective Date" of "January 1, 2026", "Dependents" count of "1", and "Days Left to Edit" of "12".

Sam Adams

Eligibility Profile  
Wisconsin Health Benefits (WIS)

Preview Date  
11/29/2025

Enrollment Year  
2026

Exit Preview Change Settings

2026 Enrollment

Review and Finalize

You've completed your 2026 Enrollment!

Congratulations! Human Resources received your enrollment request! You will continue to receive emails regarding open enrollment until it closes. Wisconsin Benefit Resources

Return to Review Exit

When to expect your Benefits

26 BCBS Medical Plan + HSA WIS

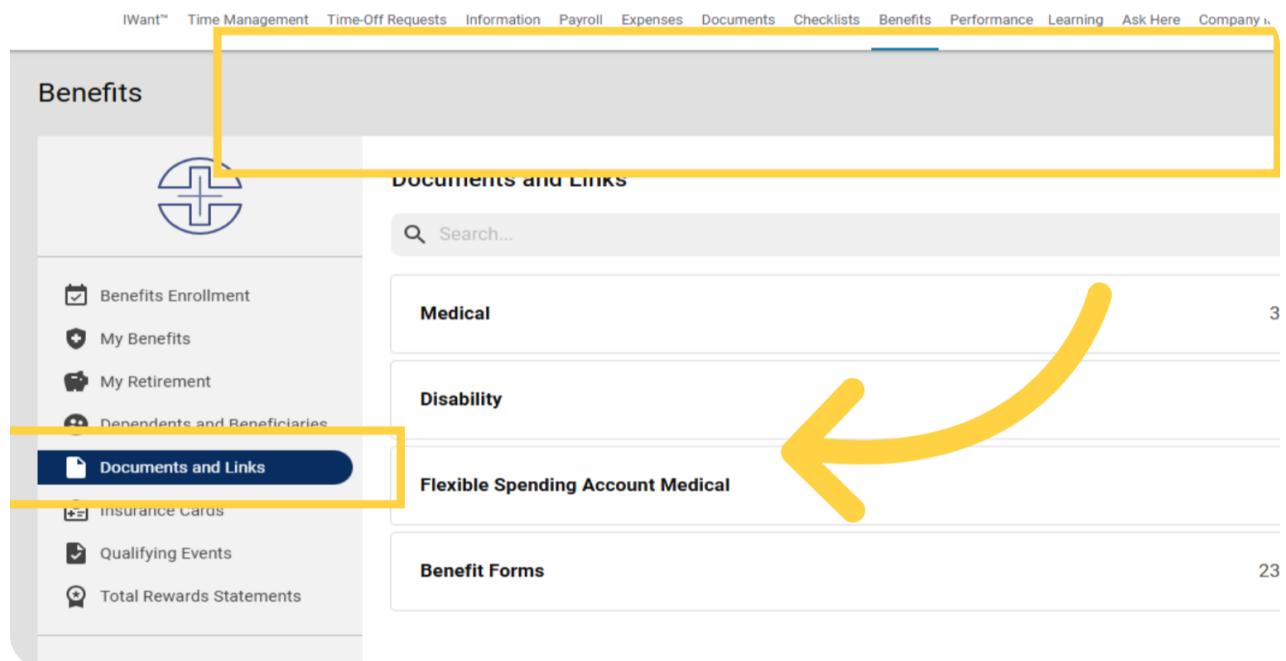
Effective Date  
January 1, 2026

Dependents  
1

Days Left to Edit  
12

## 21 Paycom's Benefit Document & Links Section

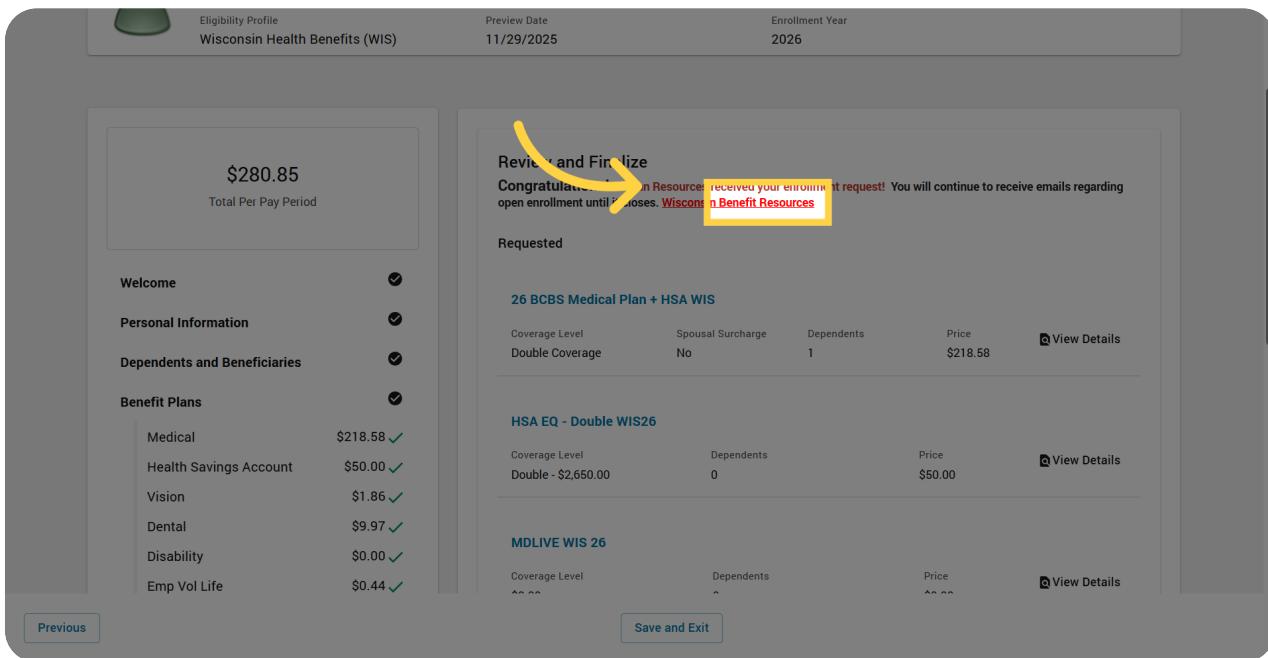
Check out Paycom's Documents & Links section under your Benefits Section. This offers a wide range of resources.



The screenshot shows the Paycom Benefits section. The top navigation bar includes links for IWant™, Time Management, Time-Off Requests, Information, Payroll, Expenses, Documents, Checklists, Benefits (which is underlined in blue), Performance, Learning, Ask Here, and Company Info. The main content area is titled 'Benefits' and features a 'Documents and Links' section. This section includes a search bar, a 'Medical' category with 3 items, a 'Disability' category, a 'Flexible Spending Account Medical' link (which is highlighted with a yellow arrow), and a 'Benefit Forms' category with 23 items. The sidebar on the left lists various benefit options: Benefits Enrollment, My Benefits, My Retirement, Dependents and Beneficiaries, Documents and Links (which is highlighted with a yellow box), Insurance Cards, Qualifying Events, and Total Rewards Statements.

## 22 Open Benefit Resources

Click Benefit Resources to access specific benefits information.



Eligibility Profile  
Wisconsin Health Benefits (WIS)

Preview Date  
11/29/2025

Enrollment Year  
2026

**Review and Finalize**  
Congratulations! You have received your enrollment request! You will continue to receive emails regarding open enrollment until it closes. [Wisconsin Benefit Resources](#)

**Requested**

**26 BCBS Medical Plan + HSA WIS**

Coverage Level	Spousal Surcharge	Dependents	Price
Double Coverage	No	1	\$218.58

[View Details](#)

**HSA EQ - Double WIS26**

Coverage Level	Dependents	Price
Double - \$2,650.00	0	\$60.00

[View Details](#)

**MDLIVE WIS 26**

Coverage Level	Dependents	Price
Double	0	\$0.00

[View Details](#)

**Total Per Pay Period**  
**\$280.85**

**Welcome** ✓

**Personal Information** ✓

**Dependents and Beneficiaries** ✓

**Benefit Plans** ✓

Benefit Plan	Price
Medical	\$218.58 ✓
Health Savings Account	\$50.00 ✓
Vision	\$1.86 ✓
Dental	\$9.97 ✓
Disability	\$0.00 ✓
Emp Vol Life	\$0.44 ✓

[Previous](#) [Save and Exit](#)

After you submit your benefit elections, HR will finalize them and email you a confirmation within four weeks. Please review the confirmation carefully.

For assistance, contact HR via Paycom's Ask Here or email [hr4u@fabianobrothers.com](mailto:hr4u@fabianobrothers.com).

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