Paylocity Enrollment Guide

Follow these steps to enroll in our benefit plans online.

BIG BRAND ®
TIRE & SERVICE

How to Enroll Using Paylocity

With our benefits website and our online enrollment system, you can view our benefit offerings, learn about the plan(s), their cost(s), and select what is best for you and your family. You will have instant access to all of your benefits and personal information and can visit the site at any time during the year to view your plan selections. Follow the easy steps outlined on the next pages and your enrollment will be complete.
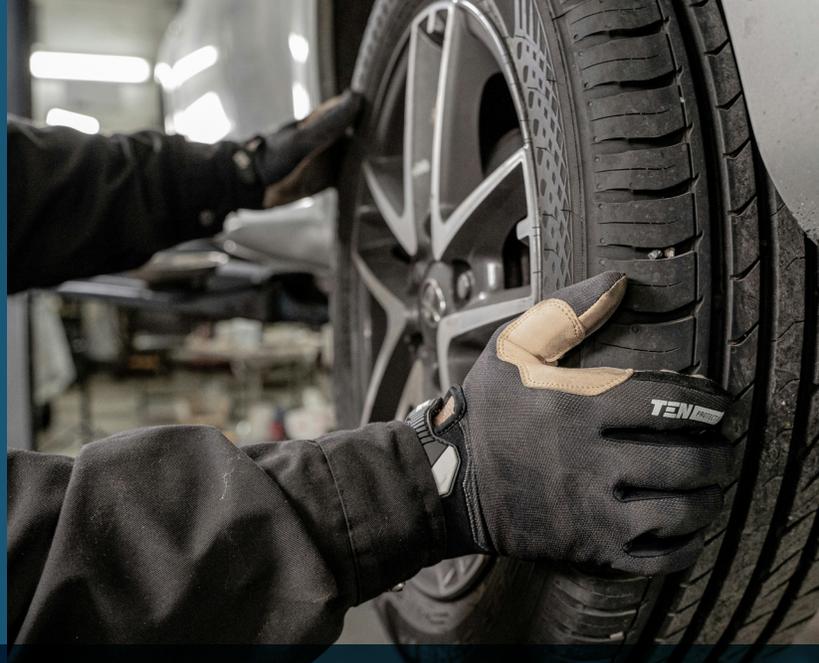
Start at Our Benefits Website

To view our plan options, learn more about what each plan has to offer and review costs, start at our benefits website. Log in to www. bigbrandtire.benefitsmap.com (username: bigbrandtire, password: benefits).

When you are ready to enroll, select "Enrollment Instructions" from the "Enrollment" drop down menu at the top right of the screen. Click on the "Enroll Now" button to log into the Paylocity enrollment system where you will complete your enrollment.

You can also access Paylocity directly by going to access.paylocity.com.
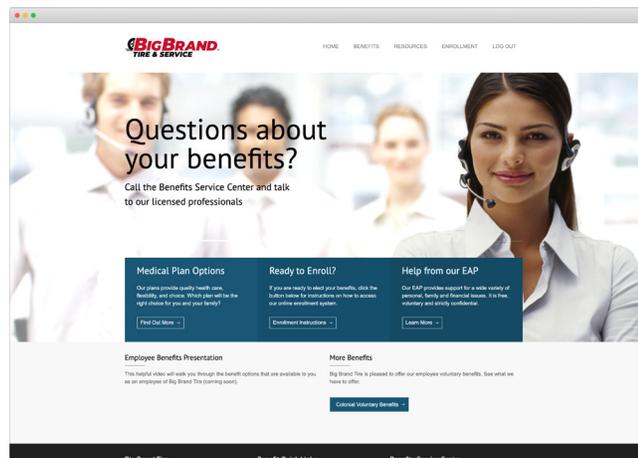
Step 1: Accessing Paylocity

Once you launch your HR & Payroll Self Service Portal, you will be able to access the Enterprise Benefits site by clicking on the "HR & Payroll" in the upper left hand corner and then selecting "Benefits" or by clicking "Manage my Benefits" within the Benefits panel. Please check with your HR Department to obtain the company ID if registering for the first time.
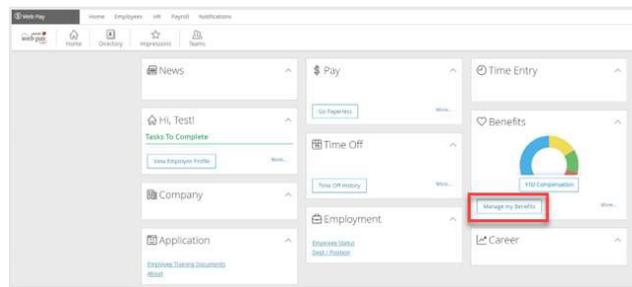
Next, you are taken to your Benefits homepage. Any enrollment windows that are available are flagged under "Action Needed." Also displayed in the left panel are additional areas of the system for you to access at any time.

- My Current Coverage: Review existing benefit coverages for yourself and your dependents (if applicable)
- Enrollment History: Check historical enrollment information
- Change My Coverage: Process mid-year status changes (life event) to add or remove yourself and dependents from coverage
- Family Info: Access your dependents demographic information NOTE: Adding dependents to this page does NOT automatically enroll them into benefits.
- Beneficiaries: Update your beneficiary designations
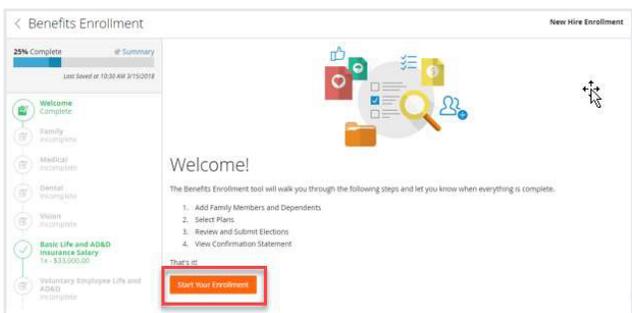- Document Center: Browse plan summaries, brochures and documents
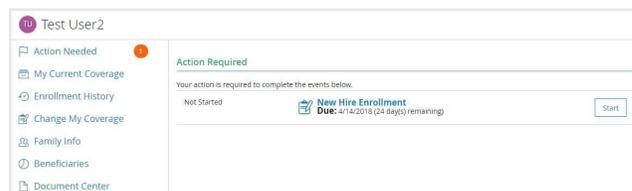
Step 2: Starting Your Enrollment

From your Benefits homepage, within the "Action Needed" section, click the "Start" button.

Select "Start Your Enrollment" to begin selecting your benefits. You can track your progress or select a specific task from the Enrollment Summary in the left panel.

Step 3: Add Family Members/Dependents

The first step in the enrollment process is adding demographic information for eligible dependents that will be covered under your plan. Click "Add Family Member" to add a new dependent to the system. Once all dependents have been added or if do not have any dependents, click "Continue."

NOTE: The following fields are required for each dependent: First and Last Name, Date of Birth, Relationship, Gender, SSN.
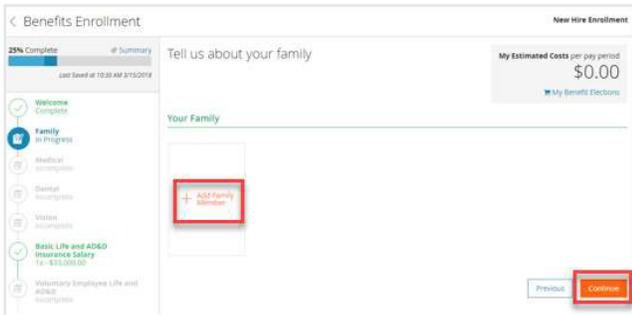

Step 4: Select Plans

For Medical, Dental, and Vision:

- Select all dependents you wish to cover by checking the box next to his or her name. The system then generates your cost and coverage tier based on this selection.
- Click the check mark next to the benefit plan you wish to elect. Coverage details, cost information, additional plan resources and other links may be available throughout the section.
- Click "Continue" to move onto the next benefit. In order to go back to the prior page, click "Previous".

TIP: As enrollment in each plan is complete, the benefit type in the left panel updates to a green color and displays the elected plan.
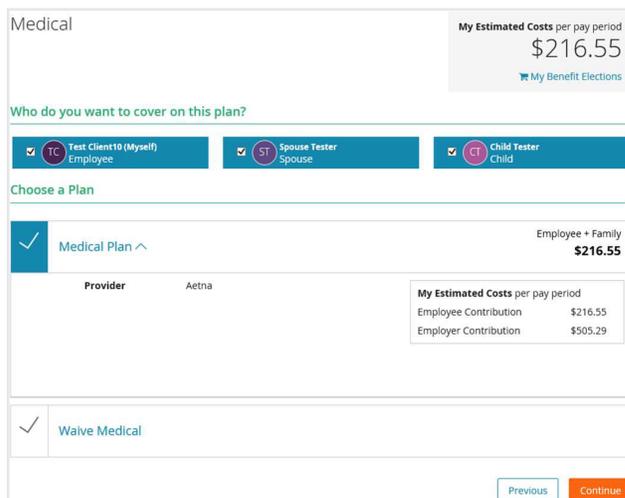
For Flexible Spending Accounts (FSAs):

- Enter the amount you'd like to contribute each paycheck in the "Employee Per Pay Period" field. The "Total Annual Contribution" field is updated based on your per pay contribution.

NOTE: Your eligible contribution amount is limited by any contribution that your employer makes along with the IRS limits.
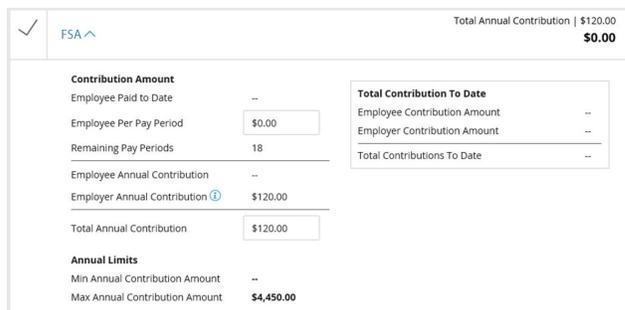
For Voluntary Life and AD&D:

- If enrolling, choose your coverage amount from the dropdown and review your costs.

NOTE: Evidence of Insurability may be required if electing coverage above the guarantee issue amount or if electing coverage after your initial new hire eligibility period.

For Employer Provided Benefits:

- Your employer may provide benefits at no additional cost to you. With these benefits, you are automatically enrolled into coverage and no additional action is needed on your part. You do not have the option to waive coverage.

Step 5: Beneficiaries

Your company may require that you assign at least one beneficiary for any company provided or voluntary life insurance plans. Any dependents you previously entered automatically display on this panel. If you wish to include additional beneficiaries:

- Click the "Add Beneficiary" button.
  - Your percentage(s) must total 100%.
  - You are required to designate one primary beneficiary for each benefit.
  - Secondary beneficiaries are optional.
- If multiple plans are listed and you'd like to designate the same beneficiaries for each benefit, select the "Apply to All" button.
- Once complete, click "Continue."

Step 6: Submit Enrollment - Almost Finished!

Please review all elections on the Enrollment Summary page prior to submitting for administrative review and approval. Clicking the "Expand All" button displays the details of each election, including covered dependents. If you need to make a change, select the benefit that needs updating from the left panel to re-enter the enrollment window. If all information is accurate, select "Submit" to complete your enrollment.

NOTE: Once your elections are submitted, additional edits may not be permitted.

Once you submit your enrollment, the confirmation page shows that your enrollment is complete and is now pending approval by an administrator. Click "View PDF" to save or print a copy of your benefit elections for your records.