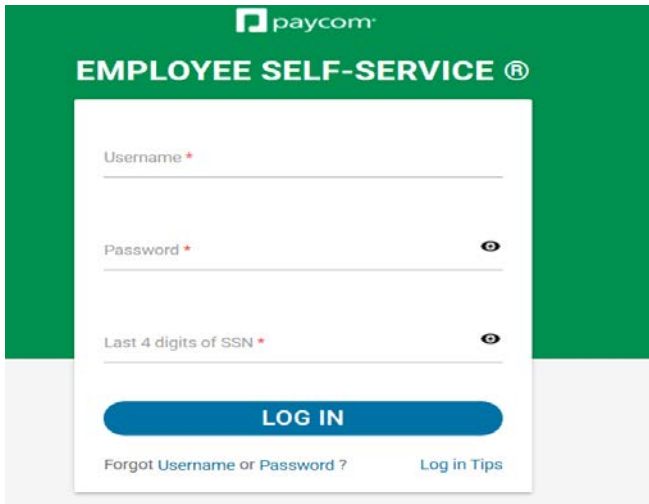


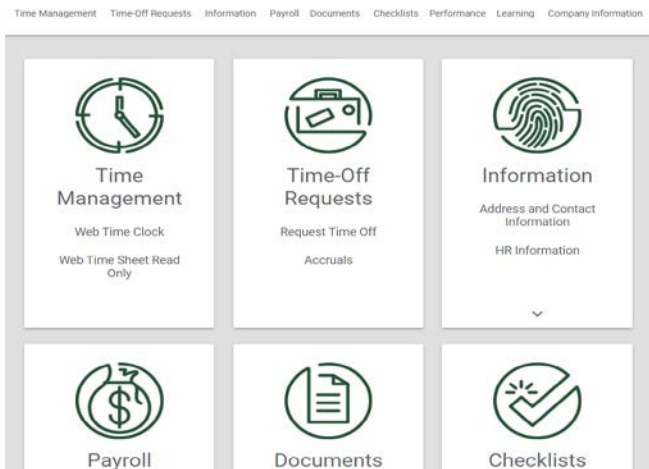
Employee instructions to upload the COVID vaccination card **with booster** to Paycom, <https://www.paycom.com/>

- 1) Login to Paycom.

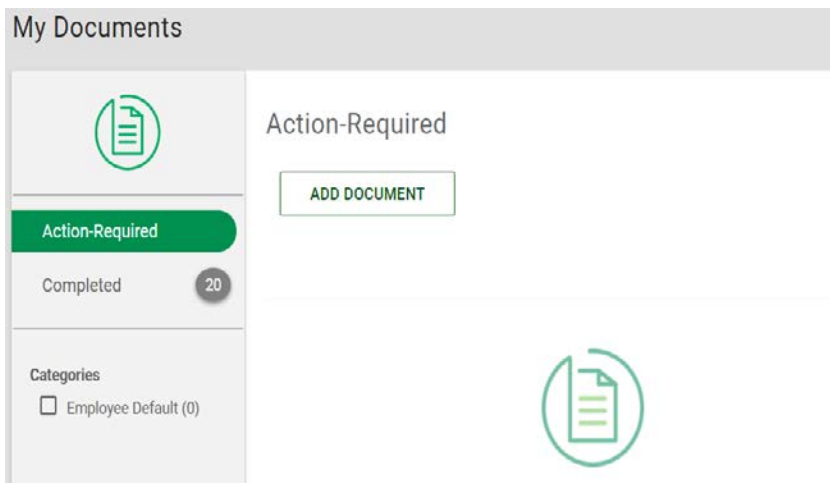


The image shows the Paycom Employee Self-Service login page. It features a green header with the Paycom logo and the text "EMPLOYEE SELF-SERVICE®". Below the header is a white login form with three input fields: "Username *", "Password *", and "Last 4 digits of SSN *". Each field has a small eye icon to the right, indicating a toggle for visibility. A blue "LOG IN" button is positioned below the fields. At the bottom of the form, there are two links: "Forgot Username or Password?" and "Log in Tips".

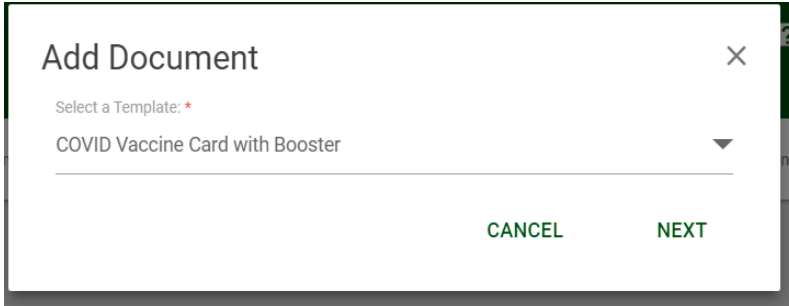
- 2) Select the "Documents" option.



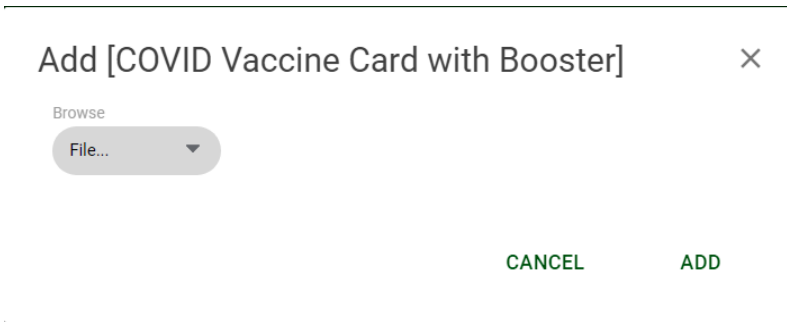
- 3) You will see "Action-Required", "Add Document", option.





- 4) Select "Add Document." A pre-defined template will be available, "COVID Vaccination Card **with booster** Upload." Select "Next."



- 5) Add [COVID Vaccination Card **with booster** Upload] will be available. Browse to find your upload preference and select file. Choose "add."



- 6) To confirm that your card has been uploaded, select under the "My Documents" option, "Completed." The "Name and File Type", "Covid Vaccination Card Upload **with booster**" should show now as a PDF in your documents.

Name and File Type	Employee Signature	Supervisor Signature	Folder
 COVID Vaccine Card with Booster	N/A	N/A	Employee Default 

Please contact Human Resources if you need assistance, ext. 7422 or 7385.

Thank you.