

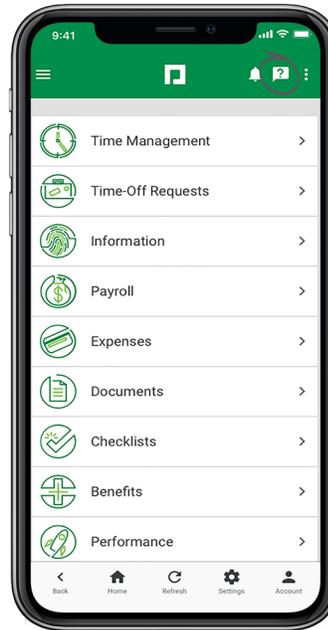
SHOW ME HOW

to Submit an Ask Here™ Conversation
Company Information



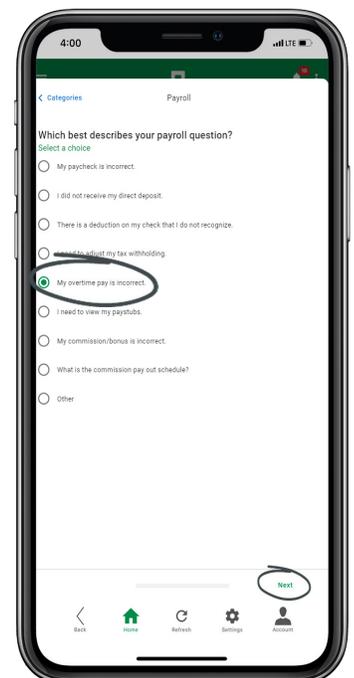
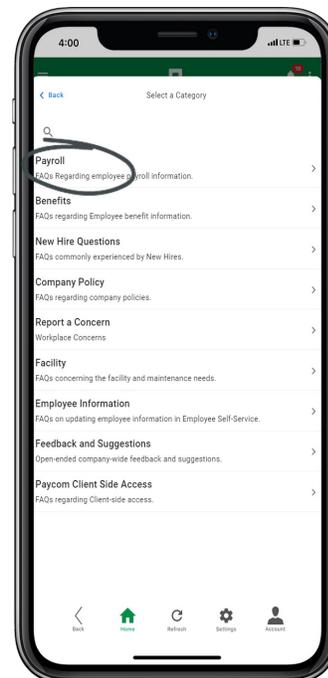
STEP 1

Log in to the Paycom app. Then, click the question mark icon.



STEP 2

Select the appropriate category for your question. Then, answer a few questions. Click the "Previous" and "Next" options to navigate through the questions. When you are finished, submit your conversation.



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



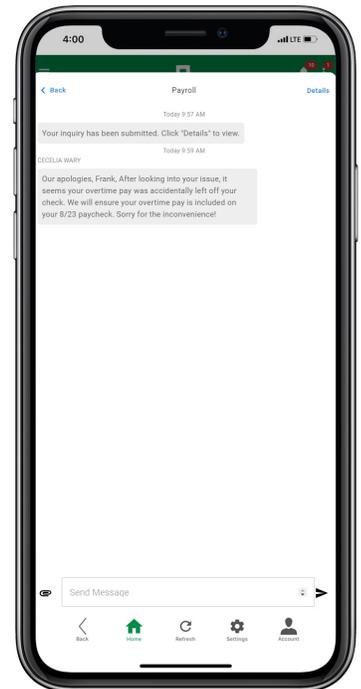
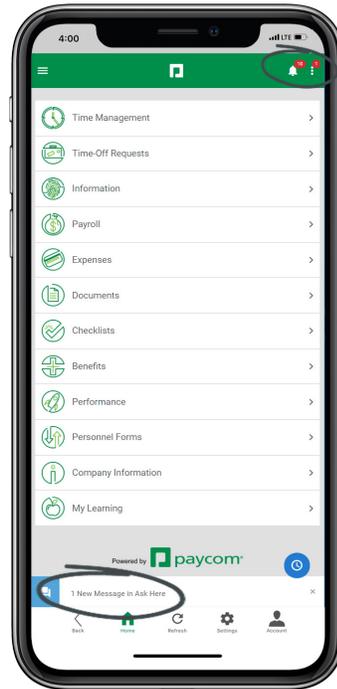
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STEP 3

A notification and banner message appear when there is a response ready for review. From here, view the response and reply, if needed.



HELPFUL TIPS



- Before submitting a conversation, use the "Upload" option on the Document Upload screen to submit additional documentation. For example, you could include a picture of your pay stub or insurance card.
- Once a conversation is complete, it will be moved to the Closed tab. Toggle between the Open and Closed tabs to view your current and historical conversations. Sending a response through a closed conversation will reopen it.

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