

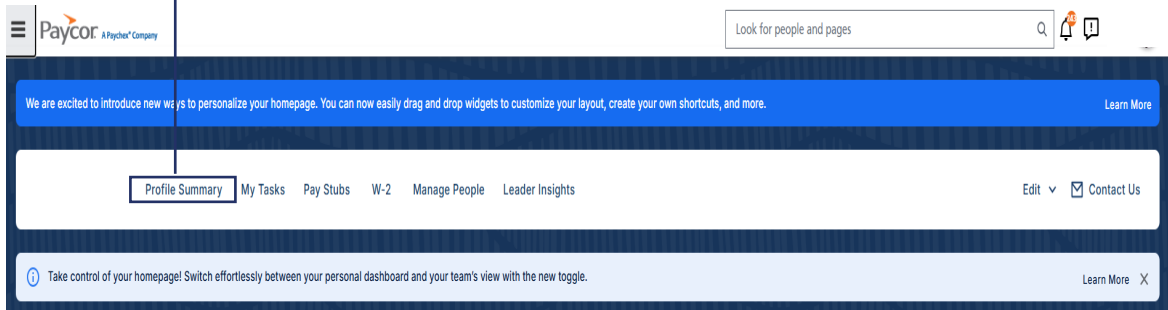
Paycor: Self-Enrollment

Step 1:

Login to your Paycor account



Once you sign in, you should be taken to this page
(depending on your system setup, you may be taken directly to your profile page)



How to Enroll

Step 2:

Confirm your information is correct. If necessary update your phone number, email address, and emergency contact. In order to update your address, please contact Human Resources at 574-296-9167.

Paycor

City of Elkhart

Search Navigation

Summary

Pay & Taxes

Time

Position

Status Changes

Personal

Performance

Benefits

Benefits Elections

Personal & Contact Information

View All

Email HOME

Legal Address

Phone MOBILE WORK 1 HOME

Birth Date

SSN

Emergency Contacts

View All

(Spouse)

Mobile Phone

Home Phone

Email

A new window will open that looks like this:

City of Elkhart INDIANA

Preferences Change Password Log Out

My Benefits My Profile News Library Help

Welcome to your enrollment!

Your Status **NOT STARTED**

Start Your Enrollment

Welcome

Your Alerts

My Profile

Edit my profile

Edit dependent profiles

Change my address

My Benefits

Effective Date: 1/1/2022

Step 3:

Click on the blue 'Start Your Enrollment' link and follow the steps from there!

Welcome to your enrollment!

Your Status **Not Started**

Start Your Enrollment