

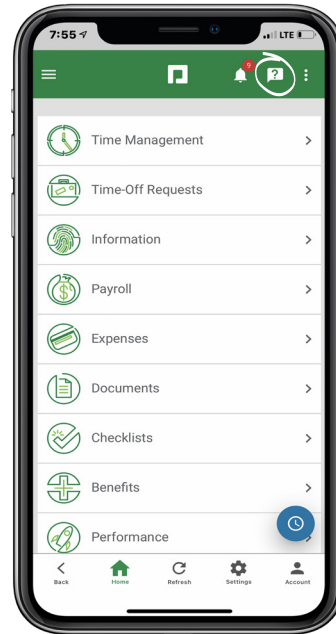
SHOW ME HOW

to Submit an Ask Here™ Conversation
Company Information



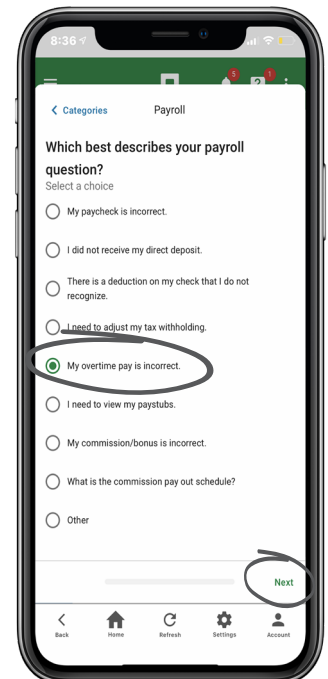
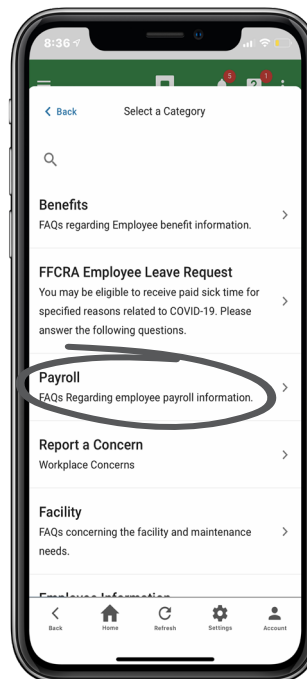
STEP 1

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.



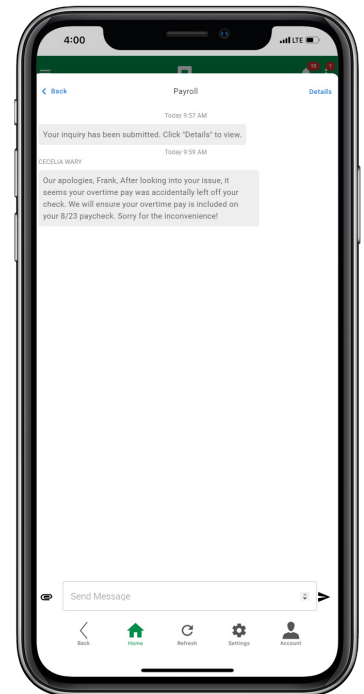
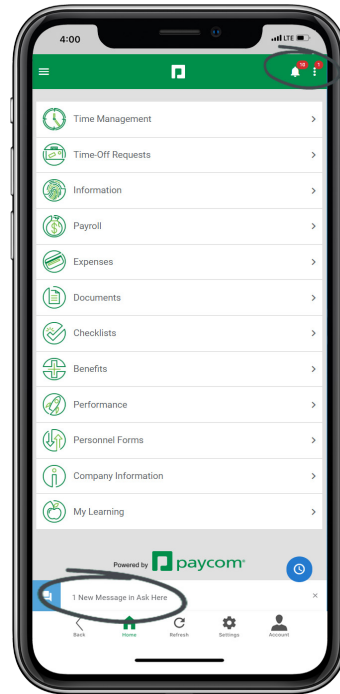
SHOW ME HOW

to Submit an Ask Here™ Conversation
Company Information



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 appears on the Ask Here home screen. Click into the old conversation to reopen it.

EMPLOYEES

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

