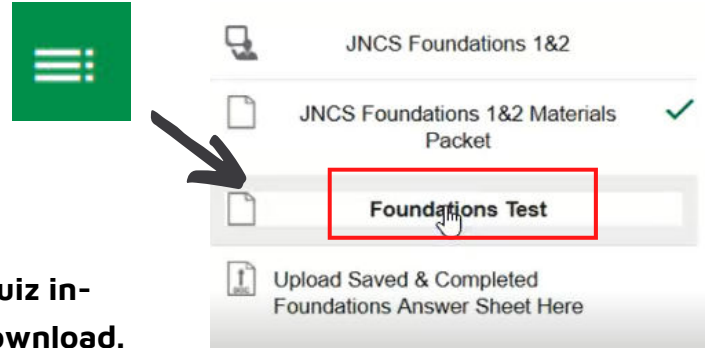




Testing During a Live Class with a PDF Test

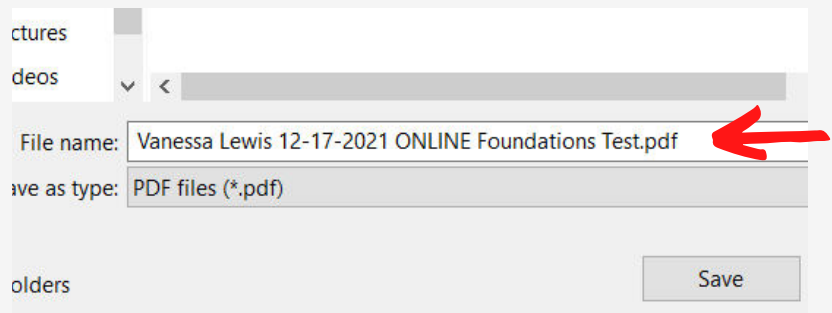
1 During a Live class, access the **menu** in Paycom by clicking on the menu icon on the top left corner of your screen. When it comes time to take the test, click on the **Test**.



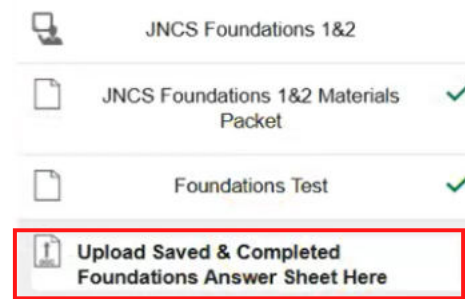
Depending on the training, you will either take a quiz in-session or a PDF test will be provided for you to download.

2 To complete a PDF Test: Download the test and do the following:

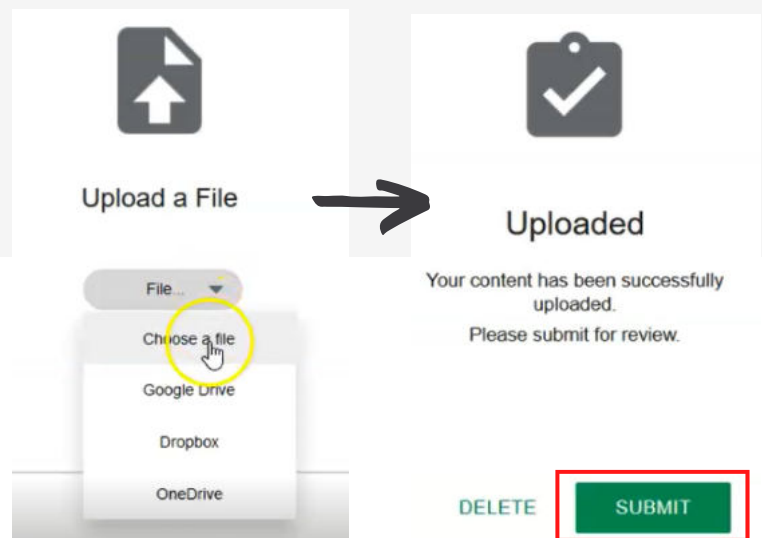
1. Enter your name and date
2. Complete the test during class
3. Save the completed test with **your name** and **today's date**.



3 Once completed, select "Upload Saved & Completed _ Answer Sheet Here" in the **menu** in Paycom



4 Click on "File..." and "Choose File." Browse to the location where you saved your complete test. Select the test and click "Open."



5 Double check that you have uploaded the correct file, then click "Submit." Click "Confirm" in the pop-up window to confirm your submission.



All done! You will receive a notice of approval or feedback by email within 7 days.