

P&A Online Enrollment Instructions

Flexible Spending Accounts

- 1 Go to www.padmin.com.
 - 2 Select **Participants**.
 - 3 Choose **Online Enrollment** under the **FSA** tab.
 - 4 Select **LOG IN** located in the Enrollment Links window.
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- A close-up photograph showing a person's hands in a light blue shirt typing on a silver laptop keyboard. The background is softly blurred, showing a green plant and a bright light source.
- 5 Enter your User ID and Password. If you have not already created a User ID and Password your User ID is your Social Security Number and your Password is your date of birth (mmddyyyy).
 - 6 Make any necessary corrections, updates or additions to your personal information and click the **Update Info** button. It is recommended that you include your e-mail if you wish to receive notices regarding when your reimbursements have been mailed or directly deposited into your designated checking or savings account.
 - 7 The accounts you have access to are listed at the left of the screen.

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- 8 Select the first account you wish to enroll in.
 - a. Enter desired annual election in the box that states "I Would Like to Enroll With the Election Amount of \$_____.__ Annually."
 - b. Click the **Update Enrollment** button.
**Important: if you miss this step, your election will NOT be saved.*
 - c. For each account you want to enroll in repeat steps a-c.
- 9 When you have enrolled in all the accounts you wish to participate in, select **Confirmation Statement** on the left to receive a confirmation of your elections via e-mail or print the confirmation page for your records.
- 10 Follow steps 1-8 above to change or cancel your election.
- 11 Click the **LOGOUT** button in the Enrollment Links window to exit online enrollment.

Reminders

- The amount you enter is an **annual** amount.
- You must click the Update Enrollment button in order to save your changes.
- If you are enrolling in the Dependent Care Account you must complete a Dependent Care Election Form, located in the Q&A/Forms window.
- Sign up for direct deposit! Receive claim reimbursements faster by having your money directly deposited into your designated checking or savings account. Click the direct deposit hyperlink in the Enrollment Links window to sign up.