

P&A ONLINE ENROLLMENT INSTRUCTIONS

Follow the instructions below to enroll online in any Flexible Spending Account [FSA].



1. Go to www.padmin.com.
2. Select **Participants**.
3. Choose **Online Enrollment** under the applicable tab- **FSA**.
4. Select **Online Enrollment** from the options that appear below.
5. Select **LOG IN** located in the Enrollment Links window.
6. 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).
7. 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.
8. The accounts you have access to are listed at the left of the screen.
9. Select the first account you wish to enroll or re-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. Repeat steps a-c for each account in which you want to enroll.
10. 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.
11. If, after completing your enrollment, you wish to change or cancel your election, follow steps 1-7 above. You will now see that more options are available. At this point, you can choose to:
 - a. Keep current election (make no changes)
 - b. Terminate election (cancel)
 - c. Change election (enter new amount)
12. Click the **LOGOUT** button in the Enrollment Links window to exit online enrollment.

Reminder...

- 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 Form, located in the Q&A/Forms window. You may complete this form online or print it out and submit it via mail or fax.
- Sign up for direct deposit! Receive manual 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.