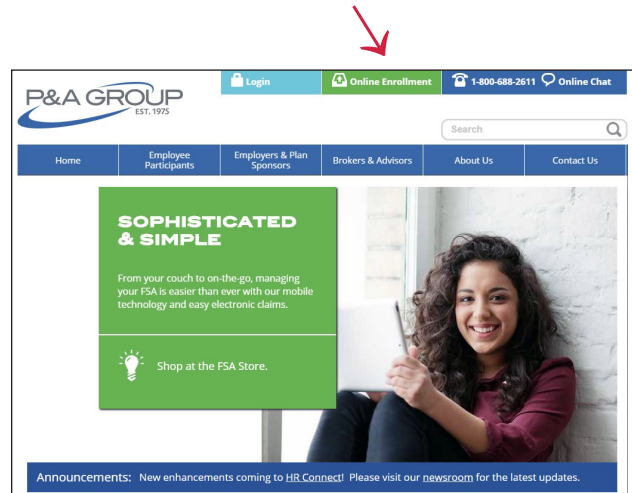


# WELCOME TO ONLINE ENROLLMENT

Follow the steps below to access P&A Group’s online enrollment center.

1

Go to [www.padmin.com](http://www.padmin.com). Choose **Online Enrollment** at the top of the screen. Select **FSA** to enroll in the Flexible Spending Account.



2

If you previously created an online account, enter your username and password under **Existing User Sign-In**. Click **Submit**.

**Existing User Sign-In**

If you have already created a login to your P&A Account and you need to log into online enrollment, please enter your username and password below.

UserName

Password

Forgot your password? [Forgot your username?](#) **SUBMIT**

If you are a first time user, use the **New User Sign-In** box to access online enrollment. Enter your credentials and click **Submit**.

**New User Sign-Up**

If you have never signed into your P&A Account, enter the information below. You'll then be prompted to create a unique username and password.

SSN/Emp ID

DOB

Zip Code

**SUBMIT**

3

Once logged in, click **Go to Online Enrollment**.

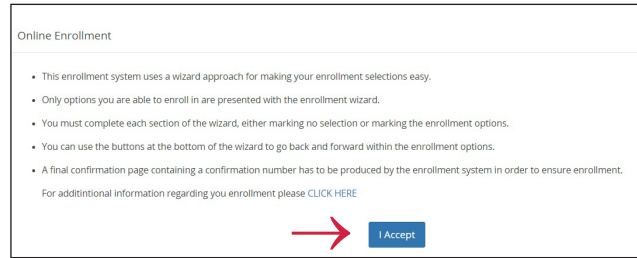
**MY BENEFITS SUMMARY**

**Online Enrollment Available**

To enroll, please click the **Go To Online Enrollment** button below. This redirects you to the enrollment portal, where you will be able to enroll, cancel or change your enrollment.

**Go To Online Enrollment**

**4** A pop up of instructions will appear on your screen. After reading, click **I Accept**.

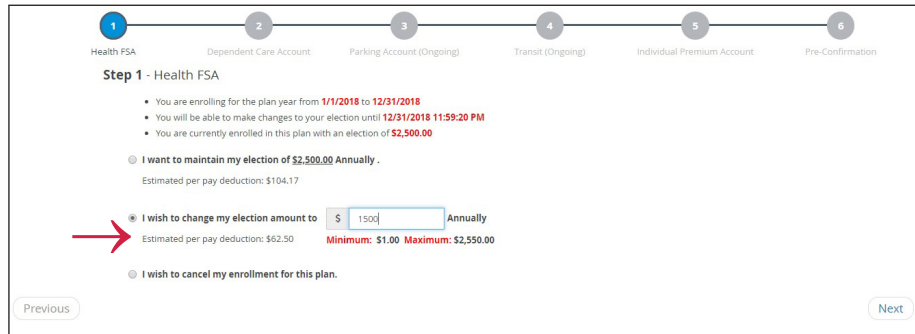


**5** **Online Enrollment Wizard** – you are now ready to make your elections based on the account(s) made available by your employer. For each account available, make your election choice by clicking the gray circle. You can choose to maintain your current election, change your election amount, cancel your election or opt not to enroll.

**EXAMPLE**

*(Not all plans below may apply to your employer)*

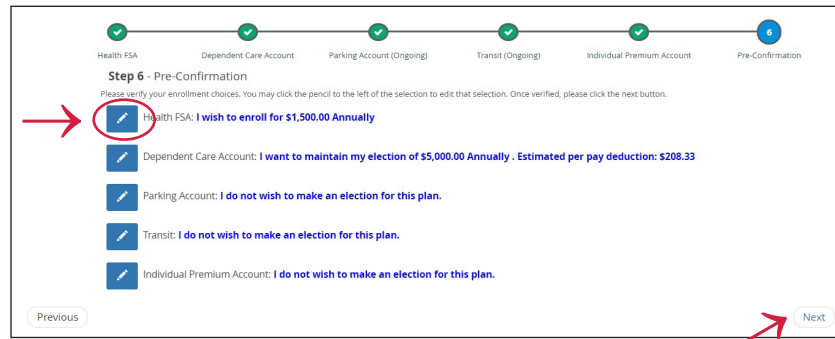
**EXAMPLE:** To change your annual Health FSA election amount, enter your desired annual election. The estimated per payroll deduction will appear below. Once finished, click **Next**. To go back at any time, click **Previous**.



**EXAMPLE**

*(Not all plans below may apply to your employer)*

**6** **Pre-Confirmation Page** – this page summarizes the elections you made. To make any changes, click the blue pencil icon and you'll be directed back to your account options. If no changes are needed, click **Next**.



**7** **Enrollment Complete Page** – your enrollment is now complete. Please note the available options to help manage your account, like e-mailing or printing your confirmation page. You can also access forms, update your direct deposit information and more.

