FSA Online Enrollment Instructions

Welcome to Online Enrollment! Follow the steps below to access P&A Group's online enrollment center.

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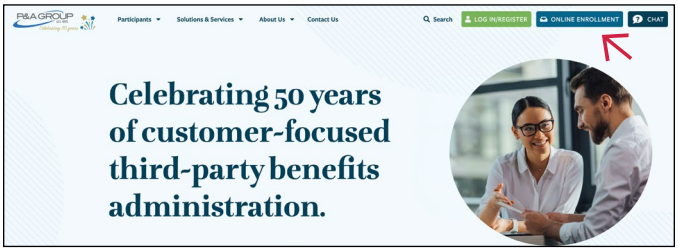
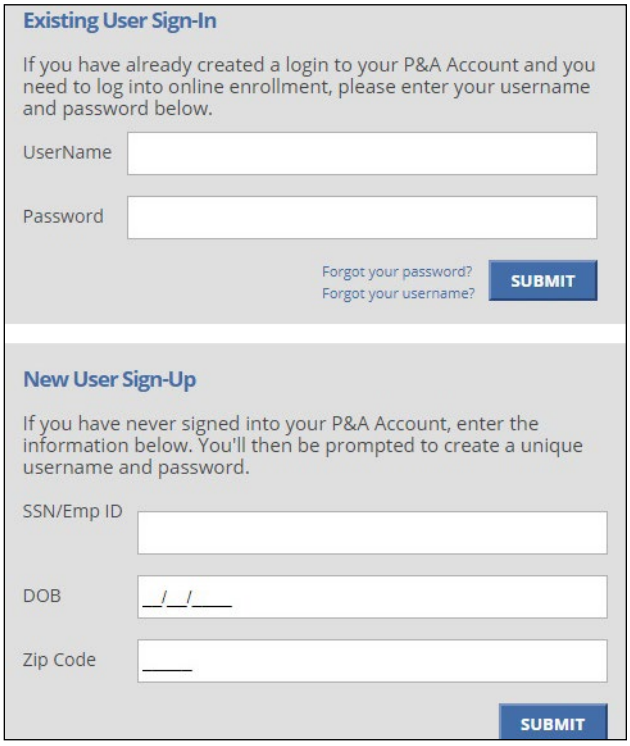
1 Go to padmin.com. Choose **Online Enrollment** at the top of the screen. Select **FSA** to enroll in the Flexible Spending Account.

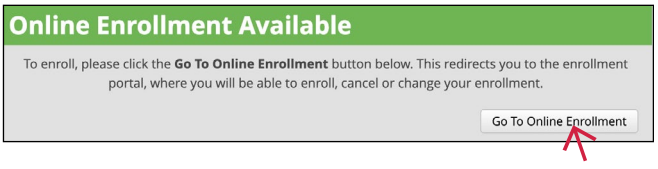


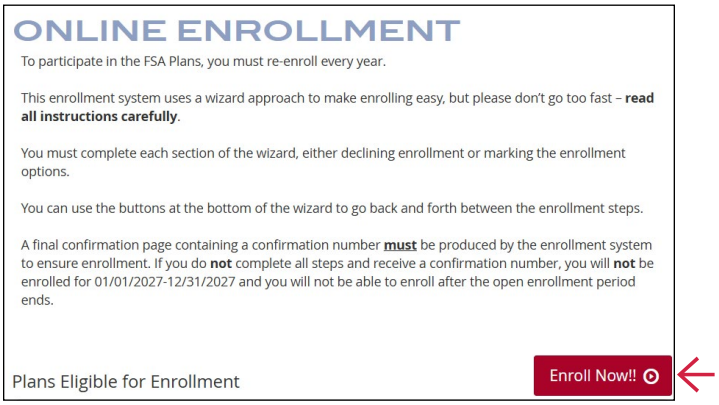
2 If you previously created an online account, enter your username and password under Existing User Sign-In. Click **Submit**.

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

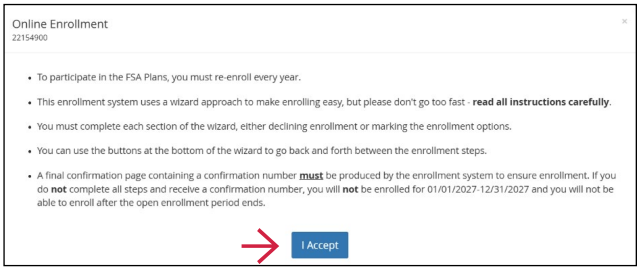


3 Once logged in, click go to **Online Enrollment** and then on the next page click **Enroll Now**.





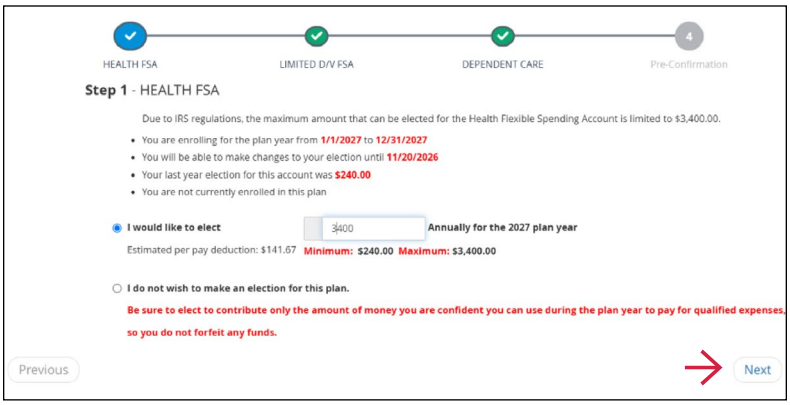
4 A pop up of instructions will appear on your screen. After reading, click **I Accept**.



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.

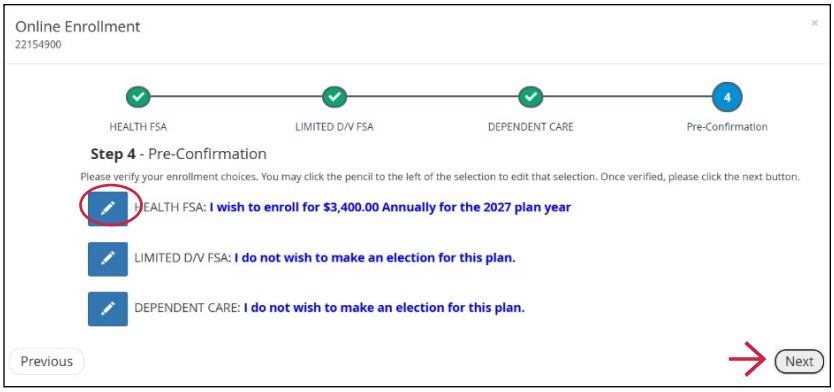
To change your annual Health FSA election amount, enter your desired annual election. The estimated per payroll deduction will appear below. Once finished, click **Next**. To go back at any time, click **Previous**.

Example
(For illustrative purposes only)



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**.

Example
(For illustrative purposes only)



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.

