

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



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



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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.

Existing User S	ign-In
If you have alre need to log into and password l	ady created a login to your P&A Account and you o online enrollment, please enter your username pelow.
UserName	
Password	
	Forgot your password? SUBMIT
New User Sign	-Un
lf you have nev information be username and	er signed into your P&A Account, enter the low. You'll then be prompted to create a unique password.
SSN/Emp ID	
DOB	<u></u>
Zip Code	
	SUBMIT

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Once logged in, click Go to Online Enrollment.







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

• T	his enrollment system uses a wizard approach for making your enrollment selections easy.
• 0	Only options you are able to enroll in are presented with the enrollment wizard.
• Y	ou must complete each section of the wizard, either marking no selection or marking the enrollment options.
• Y	'ou can use the buttons at the bottom of the wizard to go back and forward within the enrollment options.
• A	final confirmation page containing a confirmation number has to be produced by the enrollment system in order to ensure enrollment.
F	or additintional information regarding you enrollment please CLICK HERE

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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)

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.



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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

(Not all plans below may apply to your employer)





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.

