

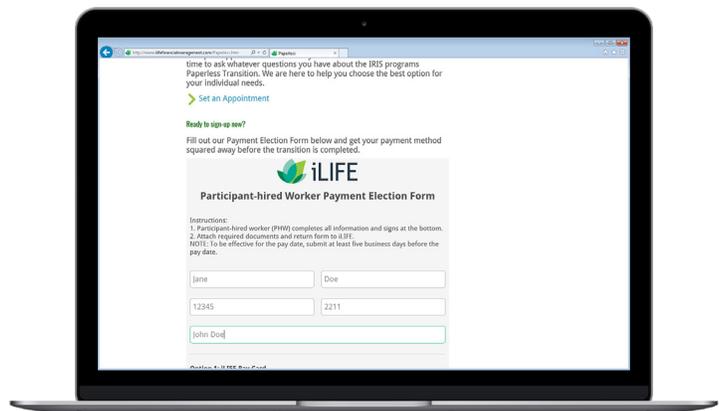
# HOW TO: Fill out the online Payment Election Form

Use the directions below to assist in filling out the Payment Election Form (PEF) on the iLIFE website. You will be able to fill out and submit the form completely online without having to mail, fax, or email any additional information.

## Using a Desktop/Laptop Computer

### Step 1:

Go to [www.iLIFEfms.com/Paperless.htm](http://www.iLIFEfms.com/Paperless.htm), and scroll down until you see the link titled “click here to fill out the PEF online”. This will take you to a separate, secure page. The first section you will want to fill out in your first and last name, your PHW number, the last four digits of your Social Security number, and your Participant’s name.

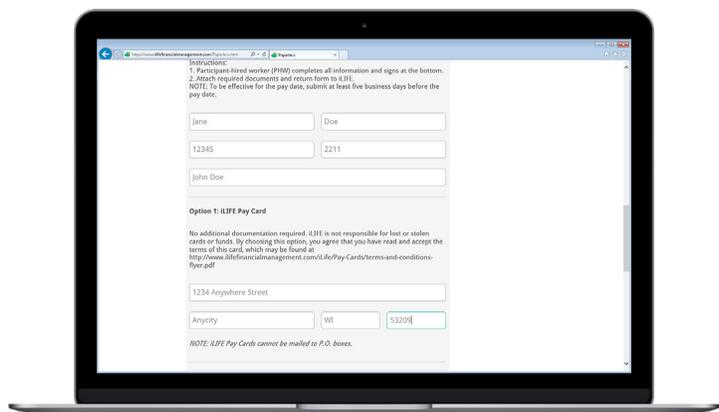


The screenshot shows a web browser displaying the iLIFE website. The page title is "Participant-hired Worker Payment Election Form". The iLIFE logo is visible. Below the logo, there are instructions for participants. The form fields are partially filled with the following information:

First Name	Last Name
Jane	Doe
PHW Number	SSN (Last 4 Digits)
12345	2211
Participant Name	
John Doe	

### Step 2:

Next, you will need to make a choice between signing up for the iLIFE Pay Card and signing up for direct deposit. If you choose to sign up for the iLIFE Pay Card you will want to fill out everything in the section titled Option 1. If you choose to sign up for direct deposit you will want to fill out everything in the section titled Option 2.



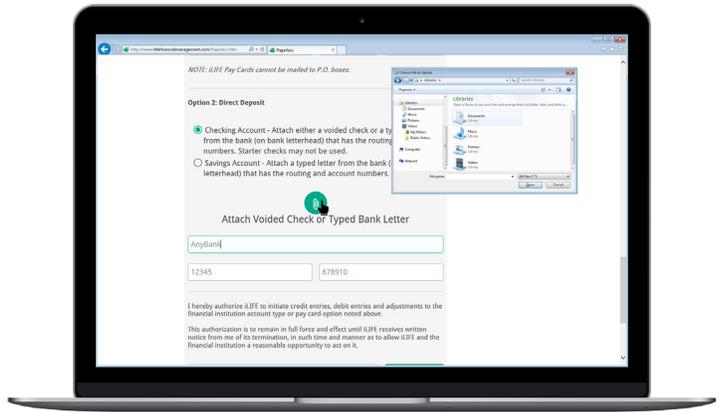
The screenshot shows the same web browser displaying the iLIFE website. The form fields are partially filled with the following information:

First Name	Last Name	
Jane	Doe	
PHW Number	SSN (Last 4 Digits)	
12345	2211	
Participant Name		
John Doe		
Option 1: iLIFE Pay Card		
1234 Anywhere Street		
City	State	Zip
Anycity	WI	53209

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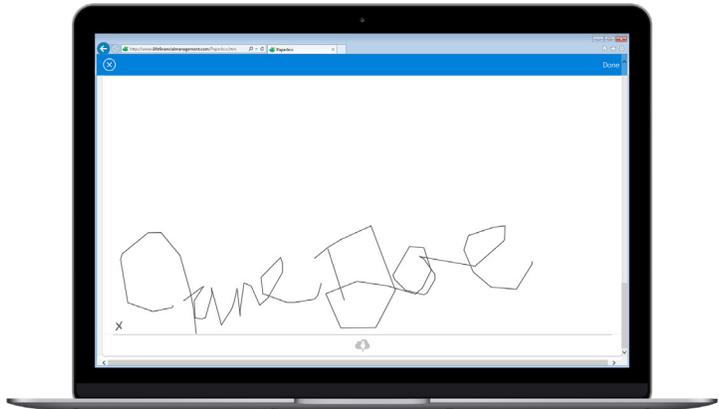
### Step 3:

If you chose to sign-up for direct deposit, you will also have to attach a voided check or typed bank letter to your form. Click on the paper clip button to access the files on your computer. You can submit a picture of a voided check, a PDF of a bank letter, or a scanned version of either of those options.



### Step 4:

Next, you will need to sign the form. To do so click on the field that says "PHW Signature", and a box will come up. Sign your name using your computer mouse and click "Done" in the upper right hand corner when you have finished. Next click on date and select today's date.



### Step 5:

To submit the form to iLIFE, click on the "Send Form" button. Once submitted the form will reset to a screen confirming the submission of your Payment Election Form to iLIFE.

