

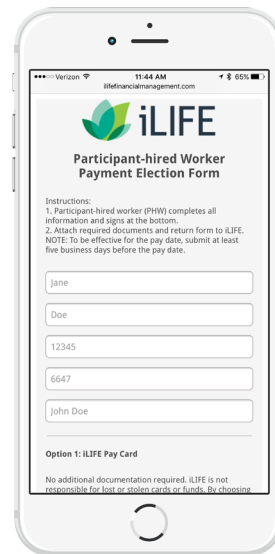
HOW TO: Fill out the online Payment Election Form

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 Smartphone

Step 1:

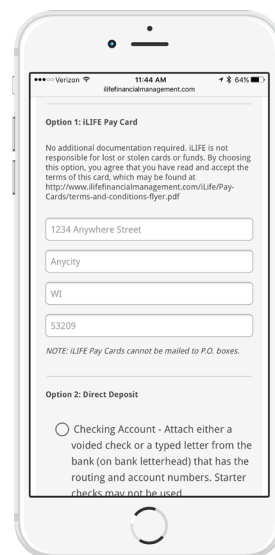
Go to www.iLIFEfms.com/Paperless.htm, and scroll down until you see the link titled “click here to fill out the PEF online”. This will take you to a separate, secure page. The first section you will want to fill out in your first and last name, your PHW number, the last four digits of your Social Security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



The screenshot shows the iLIFE logo at the top, followed by the title "Participant-hired Worker Payment Election Form". Below the title are instructions: "1. Participant-hired worker (PHW) completes all information and signs at the bottom." and "2. Attach required documents and return form to iLIFE. NOTE: To be effective for the pay date, submit at least five business days before the pay date." There are five input fields: "Jane", "Doe", "12345", "6647", and "John Doe". Below the fields is the heading "Option 1: iLIFE Pay Card" and a note: "No additional documentation required. iLIFE is not responsible for lost or stolen cards or funds. By choosing this option, you agree that you have read and accept the terms of this card, which may be found at <http://www.iLIFEfinancialmanagement.com/iLIFE/Pay-Cards/terms-and-conditions-byer.pdf>".

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.

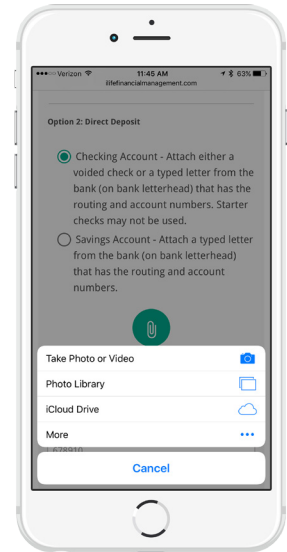
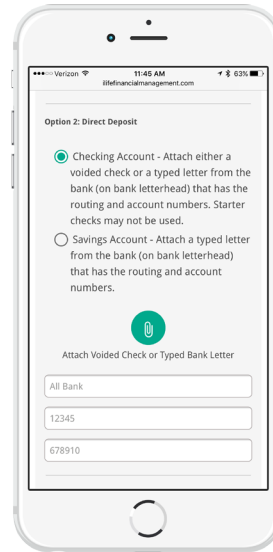


The screenshot shows the "Option 1: iLIFE Pay Card" section. It includes the same note as in Step 1. Below the note are four input fields: "1234 Anywhere Street", "Anycity", "WI", and "53209". Below these fields is a note: "NOTE: iLIFE Pay Cards cannot be mailed to P.O. boxes." Below this is the heading "Option 2: Direct Deposit" and a radio button next to the text: "Checking Account - Attach either a voided check or a typed letter from the bank (on bank letterhead) that has the routing and account numbers. Starter checks may not be used."

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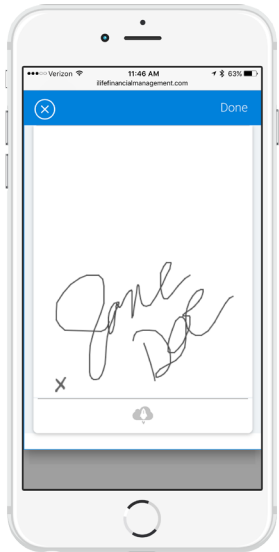
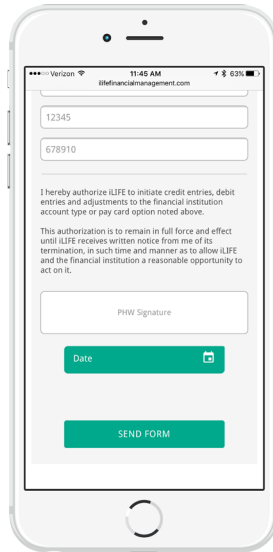
Step 3:

If you choose to sign up for direct deposit you will want to fill out everything in the section titled Option 2. You will also have to attach a voided check or typed bank letter to your form. Tap on the paper clip button to access the photos and files on your phone. If you don't already have the items on your phone, choose the take a photo option, and snap a photo of your check or form to attach.



Step 4:

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



Step 5:

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

