

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 Tablet

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.



1:38 PM
iLIFE Financial Management

Paperless transition. We are here to help you choose the best option for your individual needs.

Set an Appointment

Ready to sign up now?
Fill out our Payment Election Form below and get your payment method squared away before the transition is completed.

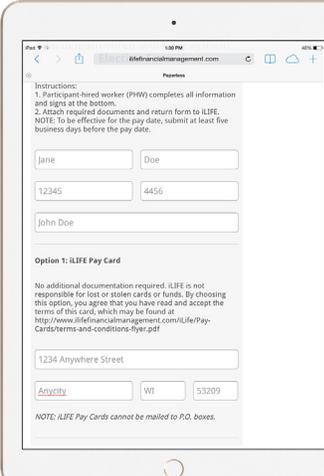
iLIFE
Participant-hired Worker Payment Election Form

Instructions:
1. Participant hired worker (PHW) completes all information and signs at the bottom.
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.

PHW First Name PHW Last Name
PHW Number Last four digits of PHW
Participant Employer Name

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.



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Paperless

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Jane Doe
12345 4456
John Doe

Option 1: iLIFE Pay Card

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-flyer.pdf>

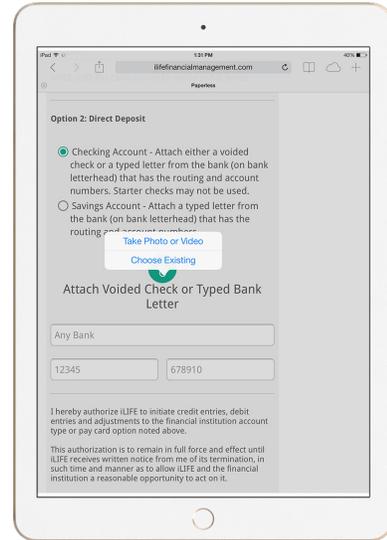
1234 Anywhere Street
Anycity WI 53209

NOTE: iLIFE Pay Cards cannot be mailed to P.O. boxes.

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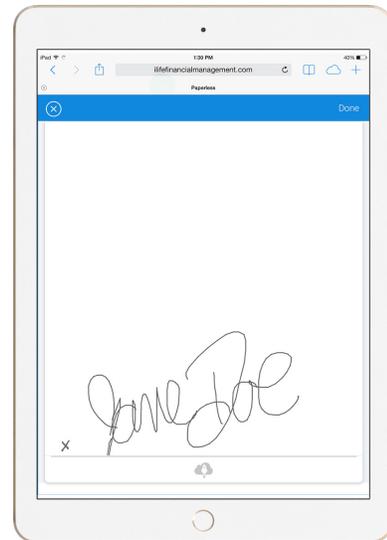
Step 3:

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 tablet. If you don't already have the items on your tablet, 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.

