

Instructions for Online Enrollment (Employer)

Completing enrollment online is fast and easy! Please follow these instructions to complete your online enrollment.

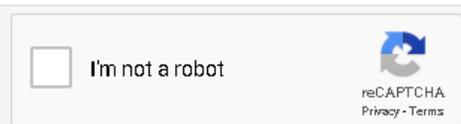
1. Check your email. You should have an Enrollment Request email from support@palcofirst.com.
2. Click the encrypted link to access your personal enrollment. **This link expires in 30 days.**
3. You will be asked to verify your identity for security purposes. Please input your email address and the last four digits of your Social Security Number.

YOU'VE BEEN INVITED TO ENROLL



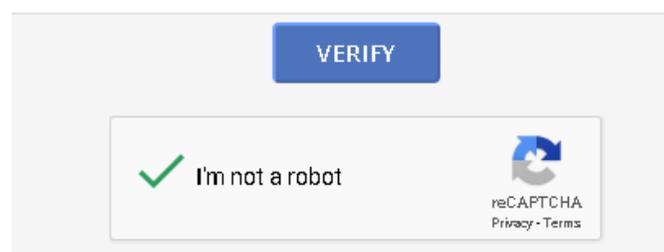
Input fields for Email and Last 4 of SSN.

4. Click in the box next to “I’m not a Robot.”



reCAPTCHA Privacy - Terms

5. Click “Verify” when prompted.



VERIFY

reCAPTCHA Privacy - Terms

6. Once successfully verified, you will be presented with the Consent page. Click “Save and Next.”



SAVE AND NEXT

7. Complete the information in the **Participant Info** tab. Once the completion percentage is at 100%, as displayed on the navigation on the left side of the screen, click “Save and Next” at the bottom of the screen.

8. **OPTIONAL TAB** (When the member/participant has designated another individual to serve as the employer): Complete the information in the **Employer Info** tab. Once the completion percentage is at 100%, as displayed on the navigation on the left side of the screen, click "Save and Next" at the bottom of the screen.
9. Navigate to Signature tab. On the "Add New Signature" box, hover inside the box. Your cursor will change to a T-shape. Using your mouse, click inside the box, hold down the button on your mouse, and create your signature by dragging the mouse.
 - ✓ When done, click "Apply."
 - ✓ The signature will then display in the "Current Signature" box. You can redo the signature as many time as you need to.
 - ✓ Once the signature is complete, ensure it is in the "Current Signature" box and click "Save and Next."



10. Proceed to each form. Read the forms entirely.
 - ✓ Ensure that all appropriate fields are prepopulated with your information. If not, please go back to previous tabs and correct the information by updating and clicking "Save and Next" on that tab.
 - ✓ Read the notice at the bottom of the screen and click "Apply Signature."

By clicking "Apply Signature", you agree your electronic signature is the legal equivalent of your manual signature on this document and that you agree to abide by the terms of this document. Once you apply your signature, click "Save and Next."

APPLY SIGNATURE

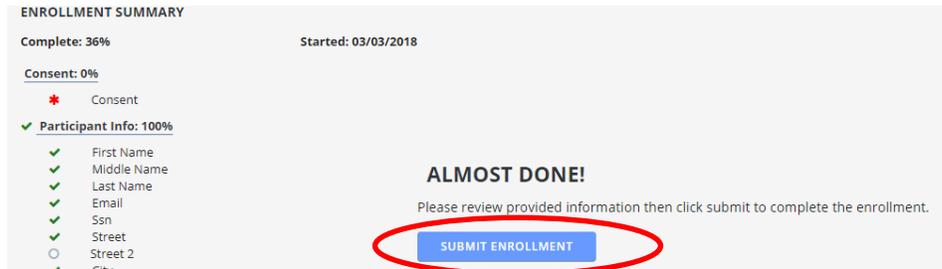
- ✓ Ensure that the signature applies to the form before proceeding. Then, click "Save and Next."

11. Please **download the Worker Rate Sheet**. This form cannot be submitted online. It must be completed, signed, and emailed to enrollment@palcofirst.com. It may also be faxed or sent via mail. Your enrollment will not be complete until this form is received by Palco.

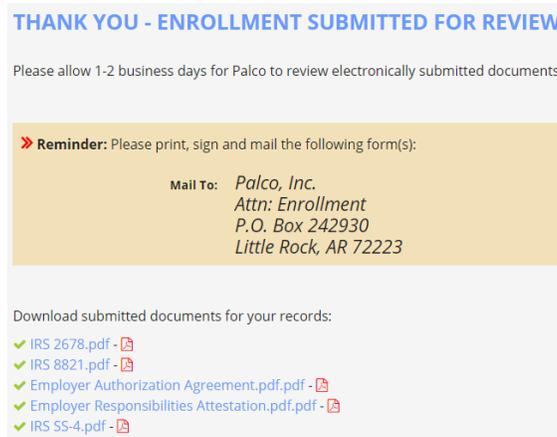
Print, Sign & Mail

DOWNLOAD

12. Make sure all tabs show 100% and then navigate to the Summary tab.
 - ✓ Ensure that the completion is at 100%.
 - ✓ Any fields or forms requiring attention will be denoted with a red star. These items must be completed before submitting your enrollment.
 - ✓ If you are satisfied with the enrollment, click “Submit Enrollment.”



13. When the following box appears, you are complete. Please note the option to download various informational forms, as well as the forms that you completed during this enrollment.



If there are any issues with enrollment, including forms not pre-populating or issues accessing or navigating the screens, please contact Palco Customer Support.

Should Palco staff find any errors in these forms, we will contact you to correct them. Once your enrollment forms are completed, you will receive an email from Palco. This email will contain credentials for you to submit your time online. Make sure to enroll to submit your time online! Benefits of the online time entry system include:

- ✓ Real-time notification of errors.
- ✓ Up-to-date information on the status of the timesheet and payment without having to call Customer Support.
- ✓ Ability to quickly correct timesheet errors before payroll.
- ✓ And more!