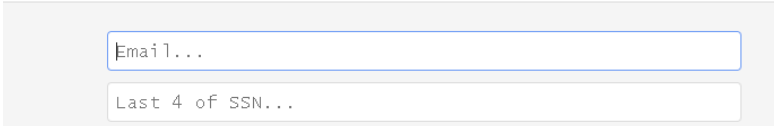# Instructions for Online Enrollment (PCA/Worker)

Completing enrollment online is fast and easy! Please follow these instructions to complete your online enrollment.
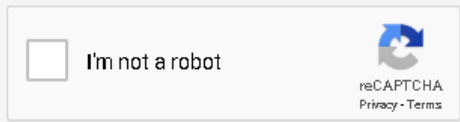
1. Check your email for an Enrollment Request email from support@palcofirst.com.

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.

4. Click in the box next to "I'm not a a Robot."
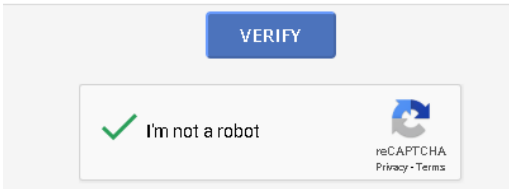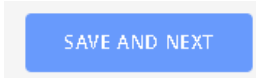

5. Click "Verify" when prompted.

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

7. Complete the information in the **Worker 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. Complete the information in the **Additional 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. Complete the information in the **Banking 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.
   ✓ If you select EFT, more fields will populate. Ensure that these fields are completed 100%.
   ✓ If you select Prepaid Card, download the Money Network form at the end of the enrollment and submit to Palco to receive your Money Network card. Your enrollment will not be completed until the Money Network form is received.

10. Complete the information in the **Withholding 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.
    ✓ Complete the Federal Withholdings section the same way you would complete an IRS Form W-4.
    ✓ Select the appropriate option on the FICA Withholdings section.
    ✓ Complete the State Withholdings section the same way you would complete a Kansas Form K-4.
    ✓ Select the appropriate option on the Exclusion from Overtime Pay section.

11. Navigate to the **I-9 Data** tab.
    ✓ Select the appropriate option under Citizenship Status.
    ✓ You are required by U.S. Department of Homeland Security to submit supporting documentation to the I-9. Consult the list in the below link to determine which documentation you will submit.

    *Citizenship Documents

    Instructions for filling out these items can be found here on page 3

    ✓ Select the appropriate response to the Citizenship Documents box.
    ✓ Complete all required fields.
    ✓ Upload and submit supporting documentation at the following location(s) on the page.
       o Make sure that the document is one of the approved file types, as specified.
       o Make sure that the document is 450KB or less in size.

    *Upload New File (accepts .jpg, .jpeg, .png, .gif, .pdf - up to 450KB in size)

    [Choose File] No file chosen

12. 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."
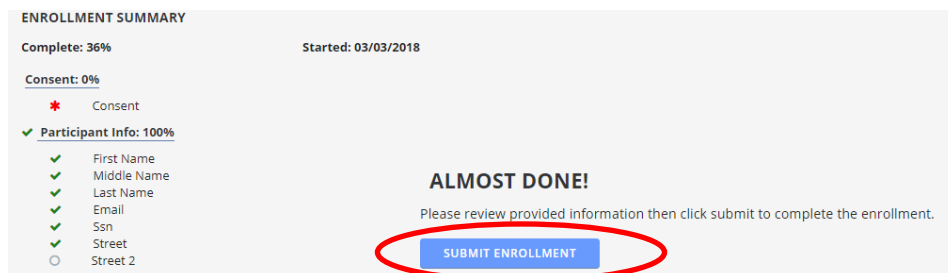

13. Proceed to each form. Read the forms entirely.
    - ✓ Ensure that all appropriate fields are prepopulated with your information. If not, please go back to previous tabs and correct the information by updating and clicking "Save and Next" on that tab.
    - ✓ Read the notice at the bottom of the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

14. 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."

15. 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 and signed during this enrollment.

THANK YOU - ENROLLMENT SUBMITTED FOR REVIEW

Please allow 1-2 business days for Palco to review electronically submitted documents.

» **Reminder:** Please print, sign and mail the following form(s):

Mail To: *Palco, Inc.*
Attn: Enrollment
P.O. Box 242930
Little Rock, AR 72223

Download submitted documents for your records:

✔ IRS 2678.pdf - 📄
✔ IRS 8821.pdf - 📄
✔ Employer Authorization Agreement.pdf.pdf - 📄

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 and your background checks are clear, 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!