ONLINE ENROLLMENT INFORMATION

USERNAME AND SECURE PASSWORD

User Name - Your user name will be the **first initial** of the legal first name on record with Pampa ISD , followed by your entire **last name,** followed by the **last 4 digits of your SS#.**

(Ex: employee name - Robert Smith, SS# 123-45-6789; User Name will be: rsmith6789)

Default Password - Your default password for the initial log in will be **pampaisd**

All Passwords have been reset to the Default Password for the open enrollment. Be sure to change your password to something that is easy to remember, yet secure, as you will be the only one with access to it. Once you have successfully changed your password you will be directed to a **Welcome Page.**

WELCOME PAGE
Please read the information and instructions included on the Welcome Page, about your benefits and how to enroll in your benefits.

CONFIRMATION STATEMENT
Once you have completed your enrollment, you will see a "**Confirmation Statement**". This page shows you the benefit selections made, the cost of these benefits, and dependents entered into the system. Click the "Print and Save" button at the bottom of this page to create a printable version of this document. Once the printable version appears, click file/print to print a copy for your records. Note: If you have a valid email address in the system, you can also request to have a copy of your Confirmation Statement emailed to you.

If the option to email a statement does not appear, return to the **Verify Information** screen and make sure you have a valid email address entered in InRoll. After this document prints, click the Exit link at the top of the page to close your enrollment site.