

## Submitting a Flex Fund Request for Furniture in Padmission Journey

Below is the new process to request furniture and move in kits in Padmission Journey.

**Step 1:** In the search bar, type in your neighbor's name.

**Step 2:** Go to the **Household Profile** tab and click **Submit Payment**.

**Step 3:** Under **Expense Type**, select **Furniture**.

**Step 4:** Under **Tenancy**, select **None**.

**Step 5:** Under **Vendor**, choose either **Furniture One**.

**Step 6:** In the **Amount** field, enter the cost of the package or individual item(s).

**Step 7:** For **Date**, enter the date the request is being made.

**Step 8:** The **Reporting Period** will auto-fill with the first day of the current month.

**Step 9:** In the **Notes** section:

- Indicate which items you are ordering items à la carte.
- Include the following item(s) and the total amount requested.
  - Requesting Agency
  - Service Provider Name, Phone Number and Email Address
  - Neighbor Phone Number

### Example:

Using Furniture One as the vendor for a single individual:

*A la carte items: "Queen Bed - \$260, Dining Table - \$100, 2 Chairs - \$70, Delivery Fee-\$75.  
\$585*

**\*Note:** *Move in Kits must be submitted separately (Vendor is Life Startup Essentials). Final pricing varies by location*

**Step 10:** Click **Upload Files** → **Add a File to Upload** and upload the lease document. Ensure all household members are listed on the lease.

**Step 11:** Under **File Type**, select **Other**.

**Step 12:** In the **Note** field, enter **Lease**.

**Step 13:** Click **Submit**.

**Ensure all entries are accurate and reflect eligible Flex Fund usage.**