

Submitting a Flex Fund Request for Move In Kit 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 **Move In Kit**.

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

Step 5: Under **Vendor**, choose either **Life Start Up Essentials**.

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:

- Include the following item(s) and the total amount requested.
 - Requesting Agency and Address
 - Service Provider Name, Phone Number and Email Address

***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.