

## New Enrollment Process

1. Log into PATROLE using your email and password  
<https://lampers.arrivos.com/EmployerReporting/>
  - If this is your first-time logging into PATROLE, enter your email address and click on 'Forgot Password'; you will receive an email from Arrivos where you will create your own password. Then go back to the login of PATROLE and enter your email and the password you created
2. Click on New Member (under the Enrollment column on the home page)
3. Enter the member's National ID (Social Security Number) and Date of Birth
4. Enter the personal information
  - Member's Name
  - Mailing Address
  - Phone Number
  - Personal Email Address
  - Date of Employment
  - Member Classification (Hazardous/Non-Hazardous)
  - Beneficiary Name, Social Security Number, Date of Birth, Relationship to member
5. Click in the Certification box to certify the enrollment and acknowledgment of the member having six months to complete the physical, then click Submit
6. Once the member is successfully enrolled, the next screen to appear will be the upload screen
  - If the physical is not available at the time of enrollment, it can be uploaded later to the Enrollment Upload page
7. Enter the Social Security Number (National ID) and Description of the documents being uploaded
8. Drag and drop the PDF of the documents uploading and click Save
  - The saved upload will show under Pending File Uploads; these documents go directly to Sarah Daniel for filing in member files

## Uploading Documents without Enrollment

Documents can be uploaded in PATROLE without enrolling a member

1. Log into PATROLE
2. Click on New Member
3. Click on Enrollment in the navigation area
4. Click on Uploads

\*\*Please note that any document can be uploaded into PATROLE, Enrollment Documents, Refund Forms, Personal History Update Forms, etc.