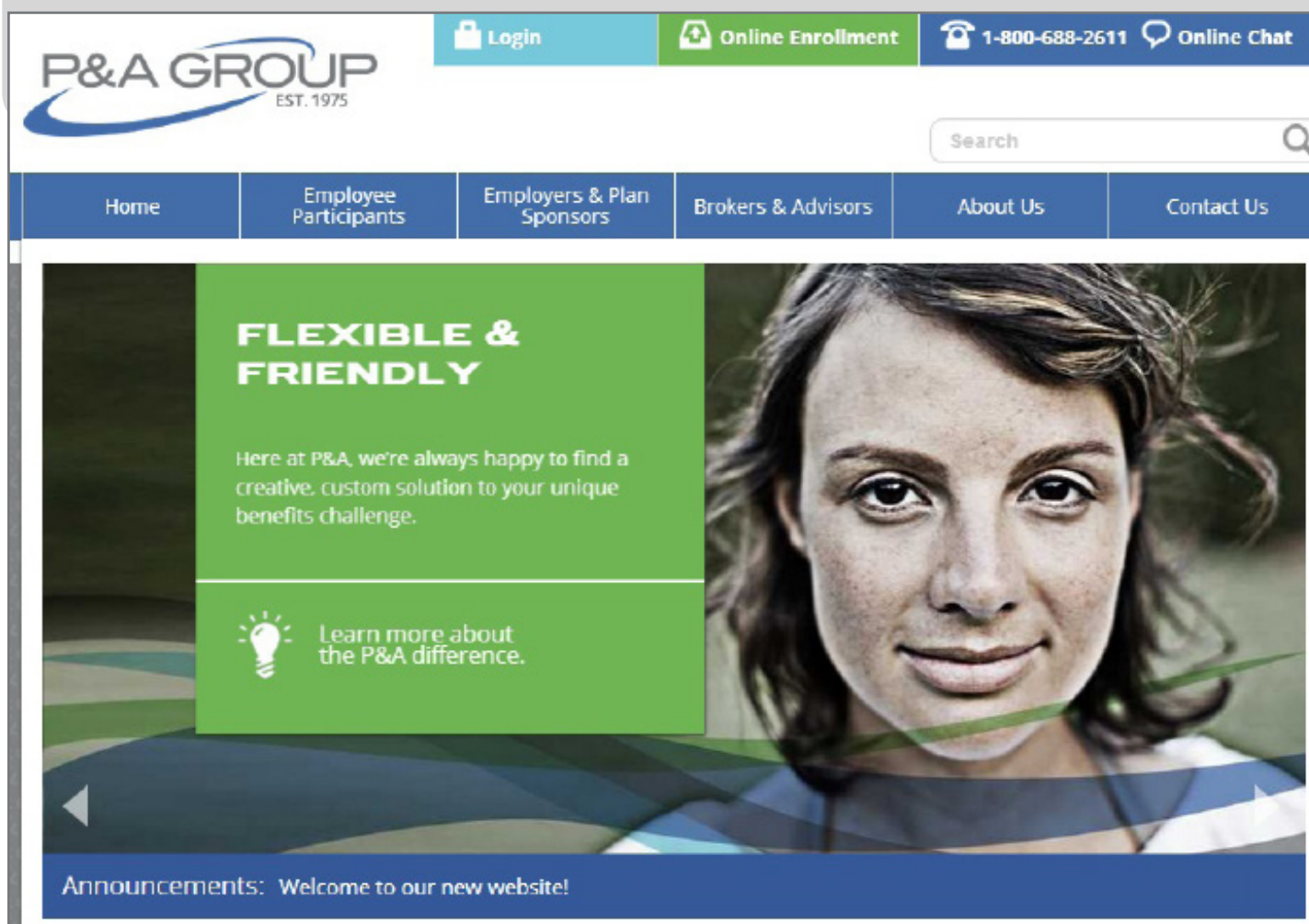


Follow the steps below to access your P&A benefit account(s). It's fast, easy and allows you to have 24 hour access to your accounts!

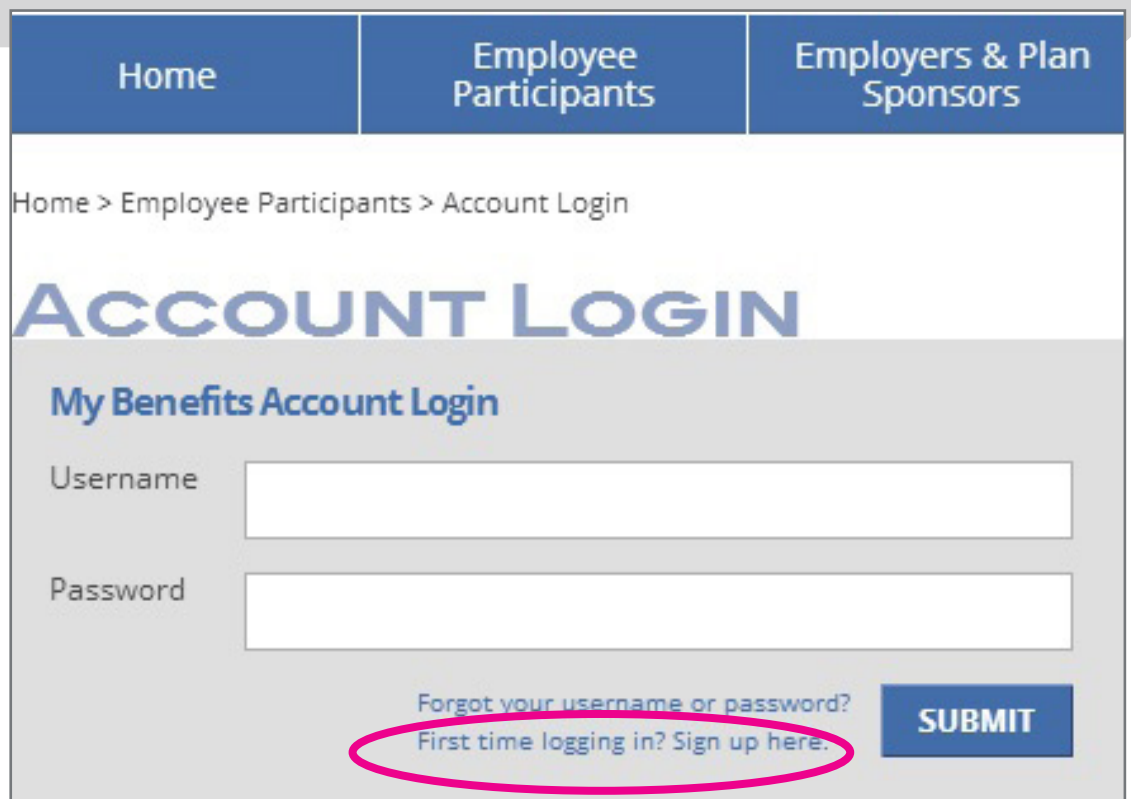
1. Go to the P&A homepage at www.padmin.com



2. Navigate to the blue login tab at the top of the homepage and select Employees.



3. Once you're on the Account Login page, notice the My Benefits Account Login on the left hand side of the screen. This is the box you will need to log into. If you are a first time user, please click on the First Time Logging In link located near the submit button. You will then be prompted to create a username and password for your account.



The screenshot shows the "ACCOUNT LOGIN" page. At the top, there is a navigation bar with three tabs: "Home", "Employee Participants", and "Employers & Plan Sponsors". Below the navigation bar, there is a breadcrumb trail: "Home > Employee Participants > Account Login". The main heading is "ACCOUNT LOGIN". Below this, there is a section titled "My Benefits Account Login". This section contains two input fields: "Username" and "Password". Below the "Password" field, there are two links: "Forgot your username or password?" and "First time logging in? Sign up here." (circled in red). To the right of these links is a blue "SUBMIT" button.

4. Once you log in you will reach your “My Benefits Summary,” which lists the summary of each plan made available to you through your employer.

FSA

-- Choose an action --

Plan Summary

Plan ID: DEMO1415

Plan type: UNREIMBURSED MEDICAL ACCOUNT

Plan year start date: 05/01/2014

Plan year end date: 04/30/2015

Final date to submit claims: 09/30/2014

Status: Active

Election amount: \$1,800.00

Available funds: \$1,645.00

Amount contributed: \$69.23

Total of claims submitted: \$155.00

Total of claims paid: \$155.00

Show/Hide Plan Details

5. By clicking “Show/Hide Plan Details” on your particular plan summary, you will be able to see your claims submitted, pending claims, claims paid, *Drug Source Purchases* and contributions.

Plan Details

[Claims Submitted](#) | [Pending Payment](#) | **[Claims Paid](#)** | [Drug Source Purchases](#) | [Contributions](#)

Check Number	Claim Number	Payment Type	Date	Amount	Memo
1019052	1897025	Check	07/03/2014	\$125.00	UPV269847
1019052	1904626	Check	07/03/2014	\$5.00	UPV275625
3163475	3163475	N/A	05/13/2014	\$25.00	N/A

Questions? Contact Our P&A Customer Service Team!

HOURS: Monday - Friday 8:30 AM- 8:00 PM ET

PHONE: (800) 688-2611

WEB: www.padmin.com - Contact Us