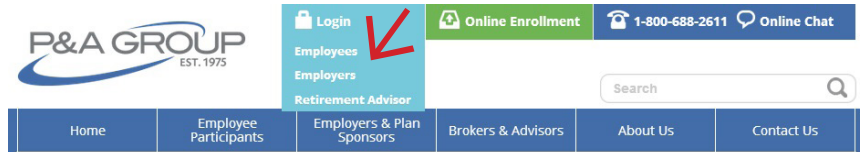


# HOW TO LOG INTO MY BENEFITS

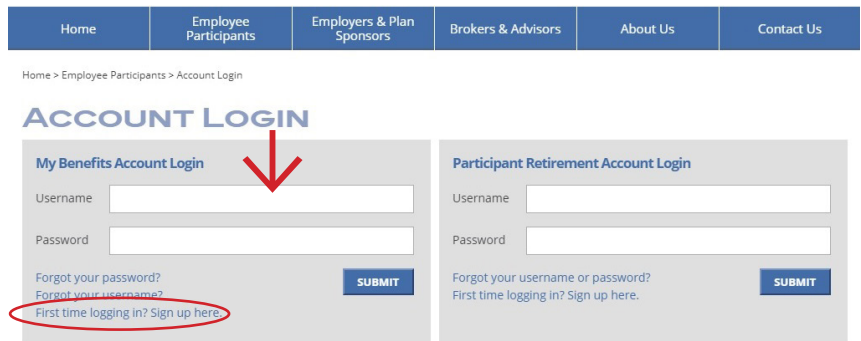


1 Go to P&A's website at [www.padmin.com](http://www.padmin.com) and navigate to the blue login box at the top of the page. Select **Employees**.



2 Under **My Benefits Account Login**, enter your username and password and click **Submit**. If you are a first time user, click the **First Time Logging In** link. You will be prompted to create a username and password for your account.

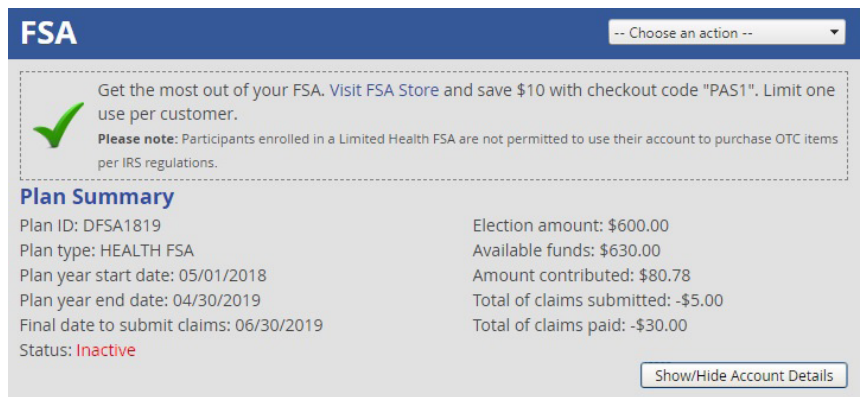
**TIP:** If you press **Enter** on your keyboard instead of **Submit**, it will not work. You must click **Submit**.



**Note:** This example is for illustrative purposes only.

3 After you successfully logged into your account, your **My Benefits Summary** will be displayed. This shows a summary of every plan made available to you through your employer.

Click **Show/Hide Plan Details** to expand the Benefits Summary and display claims submitted, pending claims, claims paid and contributions.



Check Number	Claim Number	Payment Type	Date	Amount	Memo
2935112	2935112	Payback	08/27/2018	-\$25.00	Test PBPM ACH
69852	69852	Payback	08/27/2018	-\$5.00	Test PBPM Check
6135222	3366802	Check	07/13/2018	-\$25.00	Other steinmetzs
6135222	3366802	Check	06/26/2018	\$25.00	Other

## P&A CUSTOMER SERVICE

HOURS: Monday - Friday, 8:30 am - 10:00 pm ET | PHONE: (800) 688-2611 | WEB: [www.padmin.com](http://www.padmin.com)