



## How to Use My Benefits

## Tips for Your Online Account

Welcome to your P&A Flexible Spending Account (FSA) online portal, also known as My Benefits! Log into your account at [padmin.com](http://padmin.com) to access your FSA and take advantage of the My Benefits account tools so you can maximize your savings and get the most use out of your plan. Follow the guide below to manage your online account and see all the resources available to you.



### Manage Your Account

Submit claims, upload debit card documentation, check your account balance and order additional Benefit Cards for your eligible dependents.



### Use Account Tools

Calculate your anticipated savings with P&A's calculator, view Penny Panda's educational videos and browse pre-approved discounted FSA expenses at FSA Store.



### Access FSA Forms

Enroll in direct deposit, complete a HIPAA request form, get a Letter of Medical Necessity Form and more.

# My Benefits Dashboard

When you log into your P&A account at padmin.com and enter My Benefits, you will see a summary of your plan(s). Here you can fully manage your account. Familiarize yourself with all of the account tools available to you in this quick tutorial.

The screenshot displays the 'MY BENEFITS SUMMARY' page. At the top left is the P&A GROUP logo (EST. 1975). A navigation bar includes 'My Benefits Home', 'Forms', 'Member Tools', 'FAQ', 'Profile', 'Log Out', and 'Help'. A user greeting 'Hello, Test Account' and 'Member ID: 1087682' is shown. A 'Quick Links' sidebar lists various actions like 'Cancel Benefits', 'Claim Form', and 'Direct Deposit'. The main content area features a 'COBRA' section with a 'Plan Summary' table and an 'FSA' section with a 'Plan Summary' table. A 'DCA' section is also visible at the bottom.

COBRA	
<b>Plan Summary</b>	
Company Name: COBRA DEMO	COBRA Start Date: 01/01/2021
Location: COBRA DFMD CA	Outstanding Balance: \$482.40
COBRA Event: Termination	Paid Through: 11/30/2021
Event Date: 12/31/2020	End of COBRA Coverage: 06/30/2022

FSA	
<b>Plan Summary</b>	
Plan ID: DFSA1819	Election amount: \$2,500.00
Plan type: HEALTH FSA	Available funds: \$2,211.00
Plan year start date: 01/01/2021	Amount contributed: \$380.78
Plan year end date: 03/31/2023	Total of claims submitted: \$771.00
Final date to submit claims: 03/31/2022	Total of claims paid: \$289.00
Status: Active	

DCA	
<b>Plan Summary</b>	
Plan ID: DFSA1819	Election amount: \$2,500.00
Plan type: DEPENDENT CARE ACCOUNT	Available funds: \$736.56
Plan year start date: 01/01/2021	Amount contributed: \$336.56
Plan year end date: 12/31/2022	Total of claims submitted: \$255.00
Final date to submit claims: 03/31/2022	Total of claims paid: \$0.00
Status: Active	

**PLEASE NOTE:** this is an example only. Not all accounts displayed may apply to you.

# My Benefits Toolbar

At the top of the landing page you can choose from different menu options in the toolbar. Hover your mouse over a topic and a drop down of options will appear, or you will be directed to a landing page.

The screenshot shows the 'MY BENEFITS' toolbar. It features the P&A GROUP logo (EST. 1975) on the left and the text 'MY BENEFITS' on the right. Below the logo is a navigation bar with the following items: 'My Benefits Home', 'Forms', 'Member Tools', 'FAQ', 'Profile', 'Log Out', and 'Help'.

## GET FORMS

For instance, hover over the “Forms” tab to access the following forms, if applicable:

- Claim Form (only select this option if you want to fax/mail a physical claim form to P&A).
- Direct Deposit
- Benefits Card
- HIPAA/Info Release
- Parking Claims (if applicable to your account)
- Letter of Medical Necessity

The screenshot shows the P&A GROUP MY BENEFITS portal. The P&A GROUP logo (EST. 1975) is in the top left. The main navigation bar includes 'My Benefits Home', 'Forms', 'Member Tools', 'FAQ', 'Profile', 'Log Out', and 'Help'. The 'Forms' tab is circled in green, and a green arrow points to it. A dropdown menu is open under 'Forms', listing: Claim Form, Direct Deposit, Benefits Card, HIPAA/Info Release, Parking Claims, and Letter of Medical Necessity. The background shows a 'BENEFITS SUMMARY' section with a green 'Enrollment Available' banner.

## UPLOAD CLAIMS

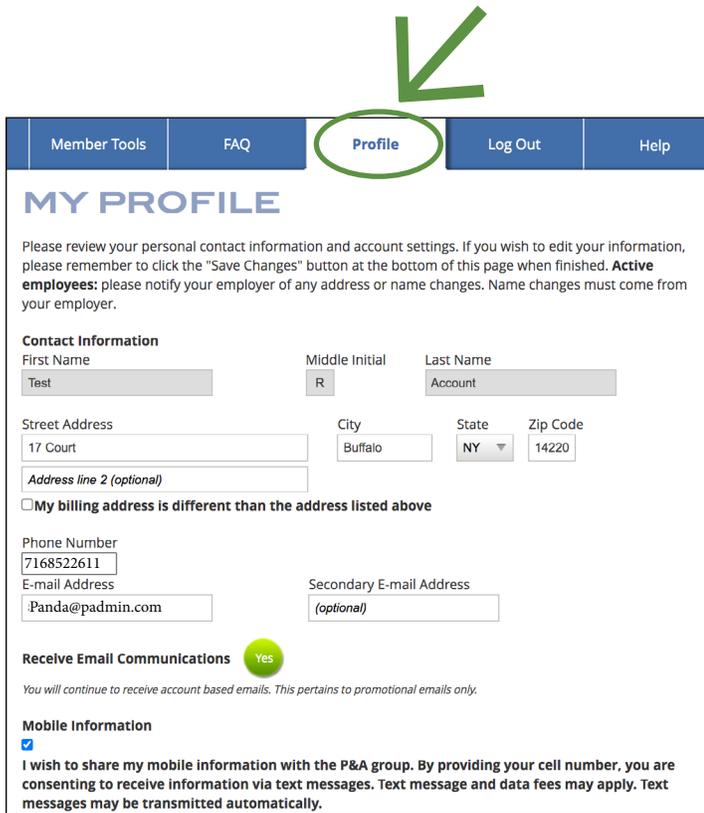
Click on “Member Tools” to manage your claims including:

- Track a Claim
- Upload a Claim/Documentation

The screenshot shows the P&A GROUP MY BENEFITS portal. The P&A GROUP logo (EST. 1975) is in the top left. The main navigation bar includes 'My Benefits Home', 'Forms', 'Member Tools', 'FAQ', 'Profile', 'Log Out', and 'Help'. The 'Member Tools' tab is circled in green, and a green arrow points to it. A dropdown menu is open under 'Member Tools', listing: Track a Claim/History, Upload Claim/Documentation, Make/Cancel Payments, Cancel Benefit, and Website Feedback. The background shows a 'BENEFITS SUMMARY' section with a green banner.

## MANAGE YOUR PROFILE

Update your contact information by clicking “Profile” in your toolbar. Make sure your address and e-mail address are up-to-date. You can also enter your phone number to access P&A’s text messaging features and receive on-the-go account updates.



**Member Tools** | **FAQ** | **Profile** | **Log Out** | **Help**

### MY PROFILE

Please review your personal contact information and account settings. If you wish to edit your information, please remember to click the “Save Changes” button at the bottom of this page when finished. **Active employees:** please notify your employer of any address or name changes. Name changes must come from your employer.

**Contact Information**

First Name:  Middle Initial:  Last Name:

Street Address:  City:  State:  Zip Code:

My billing address is different than the address listed above

Phone Number:

E-mail Address:  Secondary E-mail Address (optional):

Receive Email Communications  Yes

You will continue to receive account based emails. This pertains to promotional emails only.

**Mobile Information**

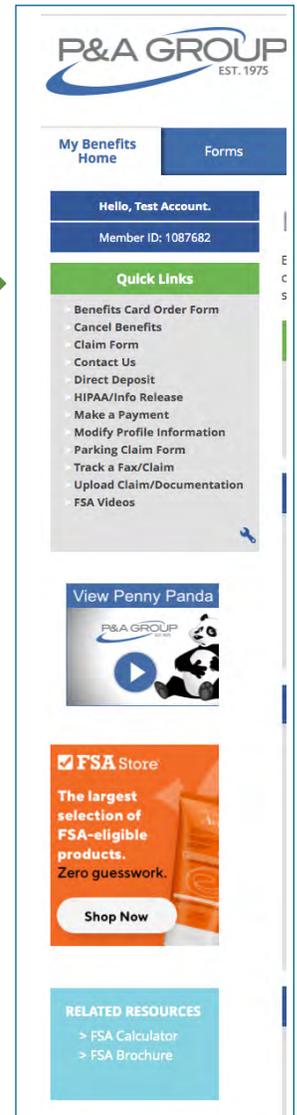
I wish to share my mobile information with the P&A group. By providing your cell number, you are consenting to receive information via text messages. Text message and data fees may apply. Text messages may be transmitted automatically.



## Tools & Resources

On the left side of the landing page you can also access “Quick Links,” which are links to the most commonly used account tools and forms. Below “Quick Links” are additional resources you have access to, where you can:

- Browse Penny Panda’s video library of quick, helpful tutorials
- Visit FSA Store, P&A’s vendor partner who carries thousands of pre-approved, eligible expenses
- Calculate your anticipated FSA savings with P&A’s FSA calculator
- View P&A’s comprehensive FSA brochure, which explains everything you need to know about your account



**P&A GROUP** EST. 1975

**My Benefits Home** | **Forms**

Hello, Test Account.  
Member ID: 1087682

**Quick Links**

- Benefits Card Order Form
- Cancel Benefits
- Claim Form
- Contact Us
- Direct Deposit
- HIPAA/Info Release
- Make a Payment
- Modify Profile Information
- Parking Claim Form
- Track a Fax/Claim
- Upload Claim/Documentation
- FSA Videos

**View Penny Panda**

**FSA Store**  
The largest selection of FSA-eligible products. Zero guesswork.  
**Shop Now**

**RELATED RESOURCES**

- > FSA Calculator
- > FSA Brochure