## How to Log Into My Benefits



Go to www.padmin.com and in the Login box make sure "Participant" is selected under User Type. Choose your Account Type and click "Go to Login."



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:** You must click the Submit button when you are finished.



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. This example is for illustrative purposes only.

