Upload a Claim

FROM YOUR COMPUTER, LAPTOP OR TABLET

P&A GROUP EST. 1975

GETTING STARTED

1. Go to www.padmin.com. In the login box, make sure "participant" is selected under "user type" and "Reimbursement Accounts" is selected under account type. Click "Go to Login" and enter your username and password. You are now in the My Benefits portal.

2. Hover your mouse over Member Tools at the top of the navigation bar. Click Upload Claim/Documentation.

ENTER YOUR CLAIM INFO

3. Using the drop down menu, select the claim type. If you are submitting a new claim, select New Claim.

4. Next, you will be prompted to choose from which account you are requesting reimbursement. If you have multiple P&A accounts, make sure you select the appropriate account.

5. Enter the service dates. Click Continue and enter the dollar amount requested for the claim. Click Continue.

UPLOAD CLAIM DOCUMENTATION

6. If you need to attach a document, click Browse files and then select the documents you want to upload. After all documents are attached, click Continue. In order to successfully upload a document, the document must be saved electronically on your computer, laptop or tablet.

7. View summary of uploaded claims. If you want to submit another claim, click Add Another Claim. This option will automatically select the same claim type you previously chose. If you want to submit a different claim type, you must first complete the current claims process.

SUBMIT YOUR CLAIM & SAVE YOUR CONFIRMATION NUMBER

8. Once you are finished uploading your claims, click Submit Claim.

9. Authorization Agreement. You must check the box and select Submit.

10. Confirmation Number. A confirmation containing a UPV number will be sent to your e-mail address we have on file. If you have not provided your e-mail address to P&A Group, please write down your UPV number and store it in safe place. You will need this number to track your claim on our website, or when inquiring about a claim to P&A Group's customer service team.