



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 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 shows the 'MY BENEFITS' dashboard for a user named 'Hello, Test Account.' with Member ID: 1087662. The dashboard includes a top navigation bar with links: My Benefits Home, Forms, Member Tools, FAQ, Profile, Log Out, and Help. A left sidebar contains 'Quick Links' such as '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', and 'FSA Videos'. Below the sidebar is a 'View Penny Panda' section. The main content area is titled 'MY BENEFITS SUMMARY' and includes a 'Go To Online Enrollment' button. It also features sections for 'COBRA' and 'FSA' (Flexible Spending Account) with 'Plan Summary' details. The FSA section includes a 'Shop Now' button for the 'FSA Store' and a 'RELATED RESOURCES' section with links to 'FSA Calculator' and 'FSA Brochure'.

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

My Benefits Toolbar

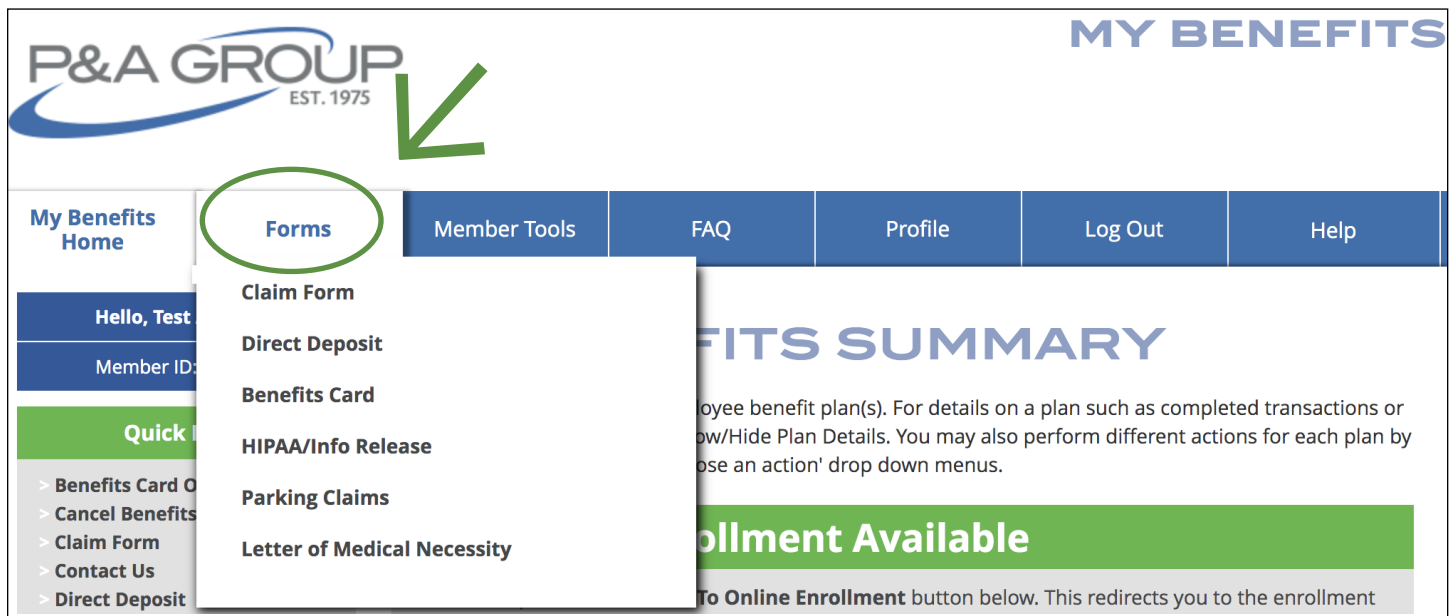
At the top of the landing page you can choose from different menu options in the toolbar. Hover your mouse over a topic and a drop down of options will appear, or you will be directed to a landing page.

The screenshot shows the 'MY BENEFITS' toolbar at the top of the landing page. It features the 'P&A GROUP EST. 1975' logo on the left and the 'MY BENEFITS' text on the right. Below the logo is a navigation bar with the following options: 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:

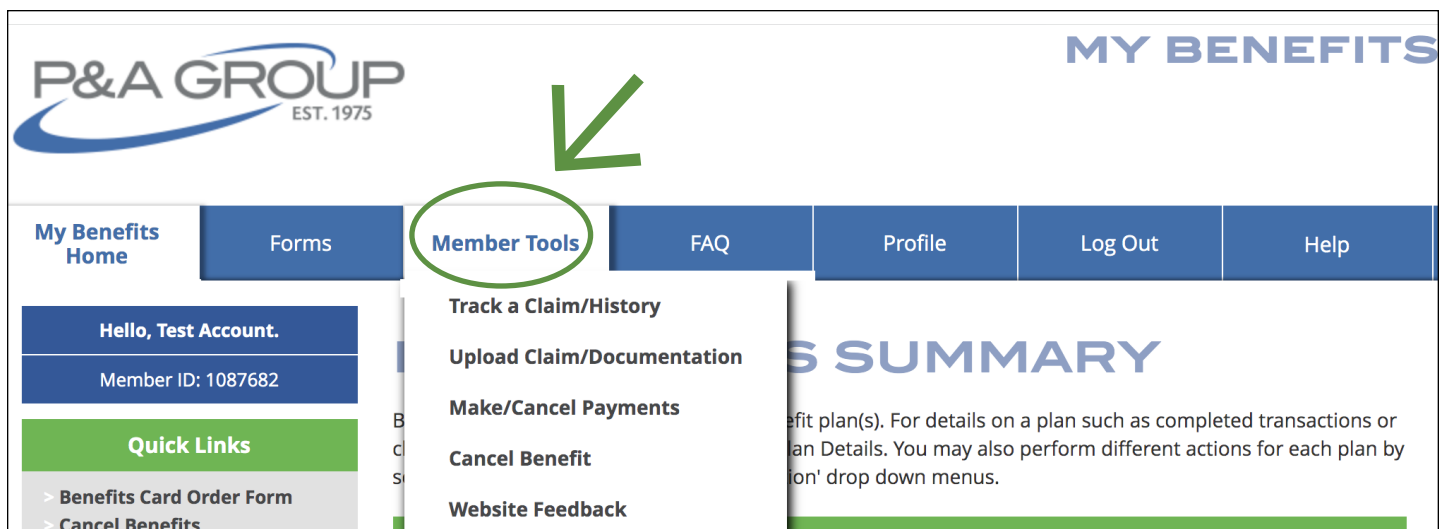
- Claim Form (only select this option if you want to fax/mail a physical claim form to P&A).
- Direct Deposit
- Benefits Card
- HIPAA/Info Release
- Parking Claims (if applicable to your account)
- Letter of Medical Necessity



UPLOAD CLAIMS

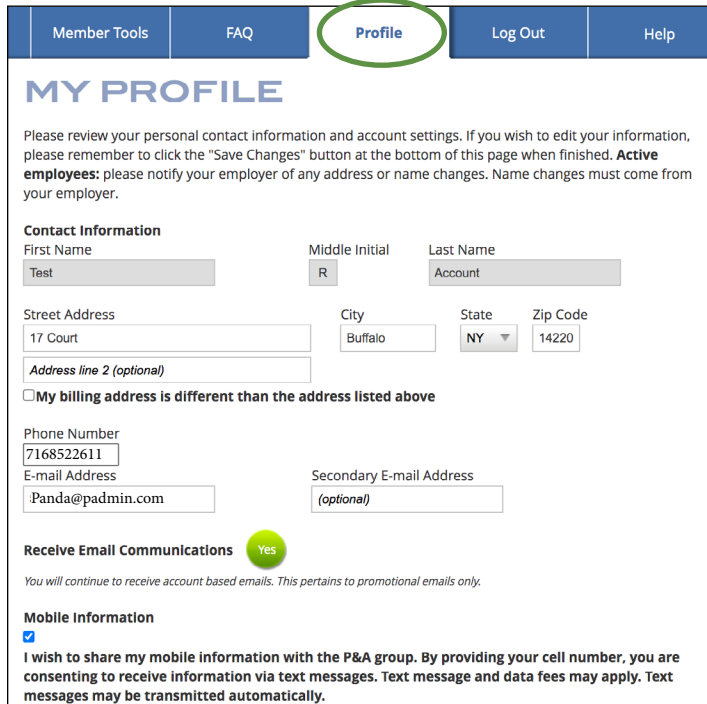
Click on “Member Tools” to manage your claims including:

- Track a Claim
- Upload a Claim/Documentation

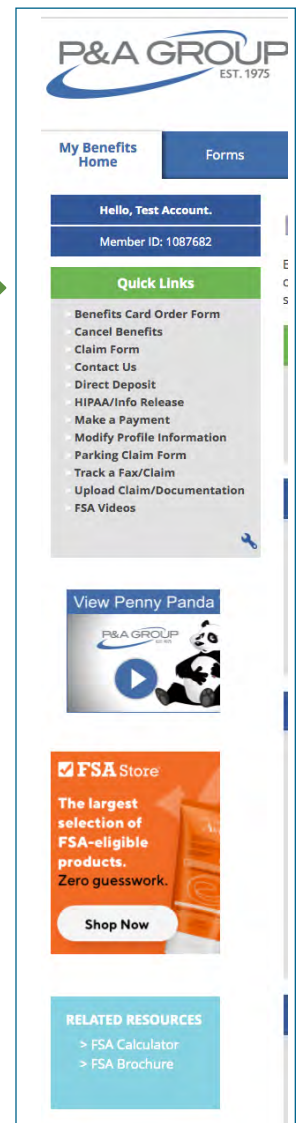


MANAGE YOUR PROFILE

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.



The screenshot shows the 'MY PROFILE' page with a toolbar at the top containing 'Member Tools', 'FAQ', 'Profile' (circled in green), 'Log Out', and 'Help'. The main content area is titled 'MY PROFILE' and includes instructions to review contact information and account settings. It features sections for 'Contact Information' (First Name, Middle Initial, Last Name, Street Address, City, State, Zip Code, Address line 2, and a checkbox for billing address), 'Phone Number', 'E-mail Address', 'Secondary E-mail Address', 'Receive Email Communications' (with a 'Yes' button), and 'Mobile Information' (with a checkbox and consent text).



The screenshot shows the P&A GROUP website landing page. It features a header with the P&A GROUP logo and 'EST. 1975'. Below the header is a navigation bar with 'My Benefits Home' and 'Forms'. A 'Hello, Test Account.' banner displays 'Member ID: 1087682'. A 'Quick Links' section lists various services like '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', and 'FSA Videos'. Below this is a 'View Penny Panda' section with a video player. Further down is an 'FSA Store' section with the text 'The largest selection of FSA-eligible products. Zero guesswork.' and a 'Shop Now' button. At the bottom is a 'RELATED RESOURCES' section with links to 'FSA Calculator' and 'FSA Brochure'.



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