How to Access Your Account Online

Participants

Accounts & Login

1.) Go to www.padmin.com.

2.) Once you've arrived to P&A's home page, click on the "Participants" button which will lead you to the welcoming page.

Log into My Benefits

Username
Password
Submit
First time logging in, click here

3.) Type in your login name and password on the right side of the screen under "Log into My Benefits".

4.) If you're a first time user, click on the link directly below this section to create your account. A small box will appear asking you to input your Social Security Number and date of birth (mm/dd/yyyy). When these values are verified, you will be prompted to create a username and password.

Create a new account ☒

To activate your Online Flex Account Access, please enter your SSN or Employee id and your Date of Birth and then click the "Next" button. Once these values are verified, you will be prompted to choose a UserID and Password.

SSN or Employee ID (no dashes): [＿＿＿]
Date of Birth: [＿/＿/＿＿＿] Next

4.) Once you log in you will reach your Benefits Menu. This menu tells you what services are available through your employer.

P&A Benefits Menu
Flexible Spending Accounts (FSA)
Parking and Transit Reimbursem...
Health Reimbursement Account.
401(k) Retirement Accounts
COBRA Payments Inquiry
Group Insurance Information
HRA High Deductible Account
Parking and Transit Fullfillment
Back To P&A Group Home Page

5.) Click on the account you wish to access, and it will bring you to the Account Summary page. This page will show your election, account balance, claims, pending claims, and amounts paid out.
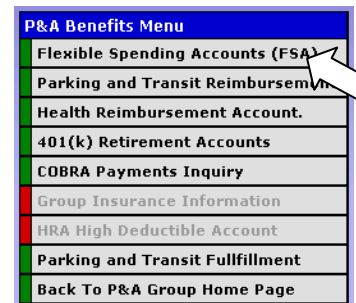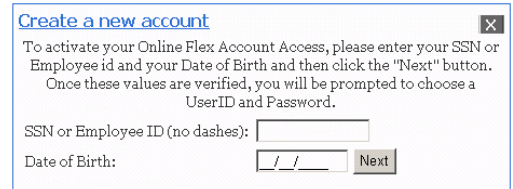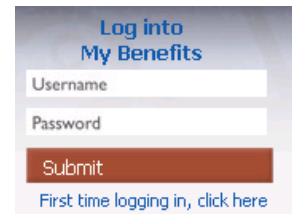
Benefit Description	Current Election	Year To Date Deposit	Year To Date Claims	Year To Date Paid	Pending Claims	Available Funds	Status
UNREIMBURSED MEDICAL EXPENSE	105.00	80.00	105.00	105.00	0.00	0.00	Active

6.) By clicking on a particular "Benefit Description" in the left column, you will see a list of all claims and supporting documents submitted for that expense.