How to Access Your Account Online

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.

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.

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

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.

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.