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.

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.
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
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.

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