1. Go to P&A’s website at www.padmin.com and navigate to the blue login box at the top of the page. Select Employees.

2. Under My Benefits Account Login, enter your username and password and click Submit. If you are a first time user, click the First Time Logging In link. You will be prompted to create a username and password for your account.

   **TIP:** If you press Enter on your keyboard instead of Submit, it will not work. You must click Submit.

3. After you successfully logged into your account, your My Benefits Summary will be displayed. This shows a summary of every plan made available to you through your employer.

   Click Show/Hide Plan Details to expand the Benefits Summary and display claims submitted, pending claims, claims paid and contributions.

**Note:** This example is for illustrative purposes only.