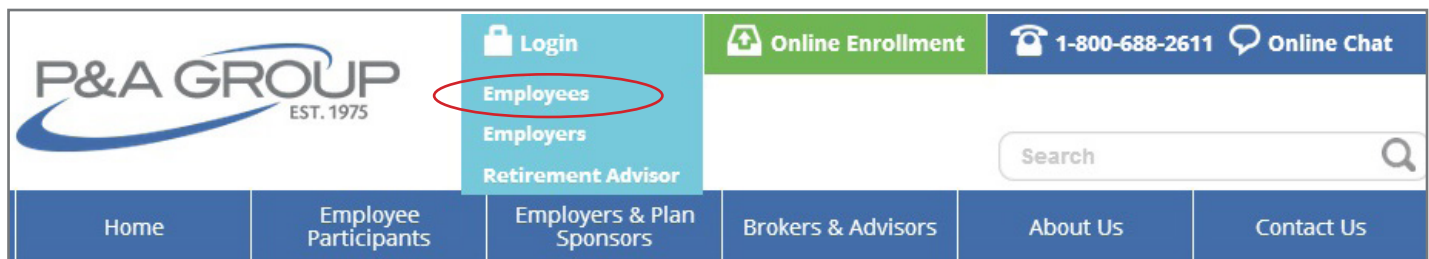




Follow the steps below to log in and access your P&A Direct Billing Account. It's fast, easy and gives you 24 hour access to your plan.

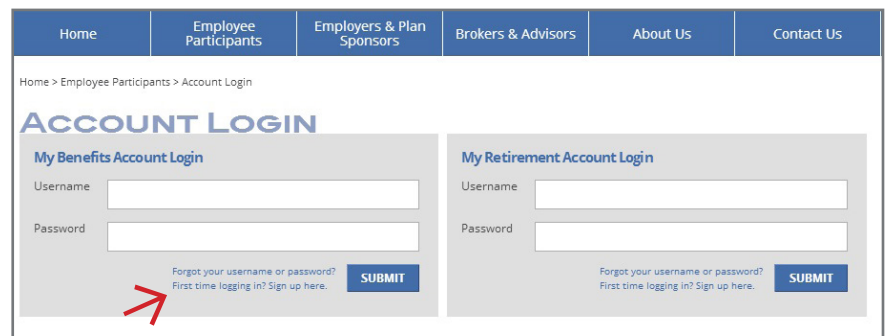
Go to the P&A homepage at www.padmin.com and navigate to the blue login tab at the top of the homepage. Select **Employees**.



Log into your account under the **My Benefits Account** Login box. Enter your username and password credentials and click the **Submit** button.

FIRST TIME USER: Please click on the **First Time Logging In** link located near the submit button. You will then be prompted to create a username and password for your account.

NOTE: Once complete, you must click the **Submit** button instead of hitting the **Enter** key on your keyboard.



Once you log in you will reach your **My Benefits Summary**, which displays your direct billing information.

MY BENEFITS SUMMARY

Below is a summary of your employee benefit plan(s). For details on a plan such as completed transactions or claim information please click Show/Hide Plan Details. You may also perform different actions for each plan by selecting an action from the 'Choose an action' drop down menus.

RETIREE -- Choose an action --

Plan Summary

Company Name: COBRA DEMO Outstanding Balance: \$2,580.00
Location: COBRA DEMO Paid Through: 03/31/2017

Show/Hide Plan Details

Click the **Show/Hide Plan Details** button to expand your direct billing plan details. You can view open invoices, payments, benefits, qualifying events and initial notices.

Plan Details

Open Invoices | Payments | **Benefits** | Qualifying Events | Initial Notices

Carrier Name	Plan Name	Plan Type	Tier Level	Effective Date
Blue Cross Blue Shield WNY	Health	Health	SINGLE	1/1/2016
The Guardian	Dental	Dental	SINGLE	1/1/2016

P&A CUSTOMER SERVICE

HOURS: Monday - Friday, 7:30 AM - 9:00 PM CT

PHONE: (800) 688-2611

WEB: www.padmin.com - Contact Us