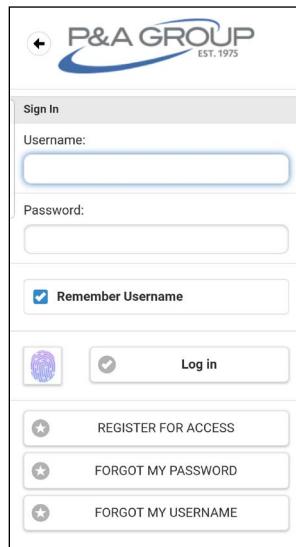# P&A GROUP
EST. 1975

How to Submit Debit Card Documentation

As an account holder, you may receive a request to provide documentation of an expense you purchased with your P&A Benefits Card. You can upload debit card documentation from your computer, tablet or mobile device. Please see the step-by-step guide below.
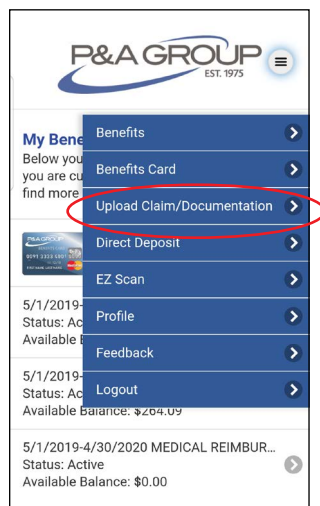
Upload from P&A's Mobile App

1. Download our app on the App Store or Google Play by searching "P&A Group."

2. Log into your My Benefits Account by entering your username and password, or register your fingerprint to sign in with touch ID.
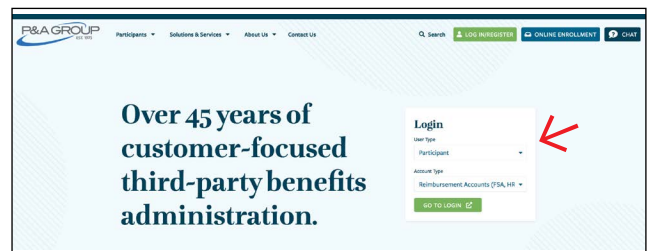
3. Click the menu icon and select Upload Claim/ Documentation. Follow the prompts on your screen to upload your documentation. NOTE: Under status, the description will state "Documentation Required."

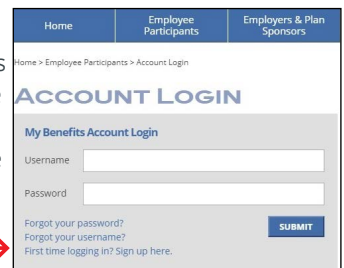Tip: make sure your documentation is saved on your phone!
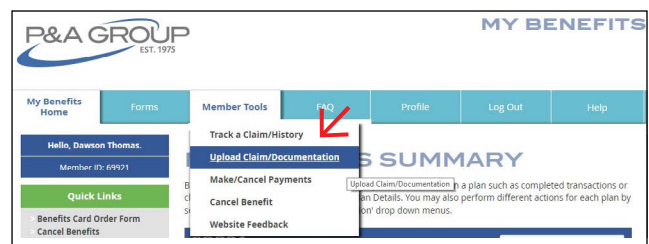
Upload from Your Computer/Tablet

1. Go to www.padmin.com. Under the Login box, select "Participant" as the user type and choose your account type. Click "Go to Login."
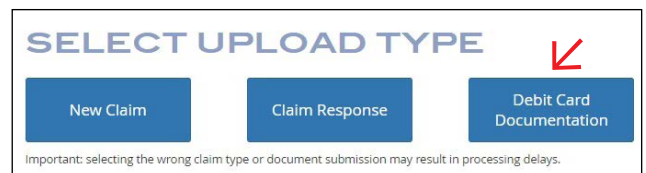

2. Log into your My Benefits account. Click the first time logging in link if you haven't previously created an online account.

3. From your account dashboard, select Upload Claim/ Documentation under Member Tools.

4. Select Debit Card Documentation.

5. Next, choose which transaction you are providing documentation for from the options provided. NOTE: Under status, the description will state "Documentation Required." Click browse files to upload your documentation. Acceptable file formats are jpeg, jpg, png, bmp, tiff, tif and pdf.

Contact Us | www.padmin.com | (716) 852-2611 | Monday - Friday, 8:30 a.m. - 10:00 p.m. ET |