



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

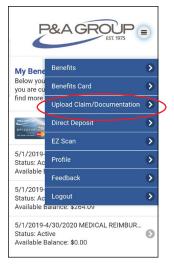
1. Download our app on the <u>App Store</u> or <u>Google Play</u> by searching "P&A Group."

2. Log into your My Benefits Account by entering your username and password, or register your fingerprint to sign in with touch ID.

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3. Click the menu icon and select Upload Claim/ Documentation. Follow the prompts on your screen to upload your documentation. <u>NOTE</u>: Under status, the description will state "Documentation Required."

Tip: make sure your documentation is saved on your phone!



Upload from Your Computer/Tablet

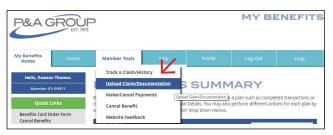
1. Go to <u>www.padmin.com</u>. Under the Login box, select "Participant" as the user type and choose your account type. Click "Go to Login."

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	Over 45 years of customer-focused third-party benefits administration.	Login we to: "Profile Among to: "Attribution of Cline 100 "Attribution of Cline 100"

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

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٦'t	My Benefits Account Login						
ne	Username						
	Password						
	Forgot your password? Forgot your username? First time logging in? Sign up here.						

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. <u>NOTE:</u> 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.