UPLOAD A CLAIM

P&A GROUP EST. 1975

1. Go to www.padmin.com and log into your account. You are now in the **My Benefits** portal.

2. Hover your mouse over **Member Tools** at the top of the navigation bar. Click **Upload a Claim**.

3. Using the drop down menu, select the claim type. If you are submitting a new claim select **New Claim**.

4. Next you will be prompted to choose from which account you are requesting reimbursement. If you have multiple P&A accounts make sure you select the appropriate account.

5. Enter the dollar amount requested for the claim.

6. If you need to attach a document, click **Browse files** and then select the documents you wish to upload. *In order to successfully upload a document, the document must first be scanned and saved electronically on your computer*. After all documents are attached click **Continue**.

7. View summary of uploaded claims. If you want to submit another claim click **Add Another Claim**. *This option will automatically select the same claim type you have previously chosen. If you want to submit a different claim type you must first complete the current claims process.*

8. Once you have finished uploading your claims, click **Submit Claim**.

9. Authorization Agreement. You must check the box and select **Submit**.

10. Confirmation Number.   A confirmation containing a UPV number will be sent to your e-mail address we have on file. If you have not provided your e-mail address to us, please write down your UPV number and store it in safe place. You will need this number to track your claim on our website, or when inquiring about a claim to our customer service team.