## How to Log Into My Benefits



Go to www.padmin.com and in the Login box make sure "Participant" is selected under User Type. Choose your Account Type and click "Go to Login."



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.

**<u>TIP:</u>** You must click the Submit button when you are finished.

After you successfully logged into your account,

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

you through your employer.

your My Benefits Summary will be displayed. This shows a summary of every plan made available to

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Home	Employee Participants	Employers & Plan Sponsors
lome > Employee Participa	nts > Account Login	
Accou	NT LOGI	N
My Benefits Accou	int Login	
Username		
Password		
Forgot your password Forgot your usernam	e?	SUBMIT
First time logging in?	Sign up here	

## This example is for illustrative purposes only.

DCA	Choose an action
Plan Summary	
Plan ID: DFSA1819	Election amount: \$2,500.00
Plan type: DEPENDENT CARE ACCOUNT	Available funds: \$336.56
Plan year start date: 01/01/2021	Amount contributed: \$336.56
Plan year end date: 12/31/2022	Total of claims submitted: \$255.00
Final date to submit claims: 03/31/2022	Total of claims paid: \$0.00
Status: Active	
	Show/Hide Account Detai

## P&A CUSTOMER SERVICE HOURS: Monday - Friday, 8:30 a.m. - 10:00 p.m. ET | PHONE: (800) 688-2611 | WEB: www.padmin.com