

UPLOAD A CLAIM

From your computer, laptop or tablet



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 Claim/Documentation**.
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 service dates. Click **Continue** and enter the dollar amount requested for the claim. Click **Continue**.
6. If you need to attach a document, click **Browse files** and then select the documents you want to upload. After all documents are attached, click **Continue**. *In order to successfully upload a document, the document must be saved electronically on your computer, laptop or tablet.*
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 previously chose. If you want to submit a different claim type, you must first complete the current claims process.*
8. Once you are 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 P&A Group, 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 P&A Group's customer service team.

www.padmin.com | (800) 688-2611

Hours: Monday - Friday, 8:30 am - 10:00 pm ET

Buffalo | New York City | Los Angeles | Raleigh