

Order Benefit Cards for your spouse and eligible dependents at no extra cost!



Add eligible dependents to your HSA



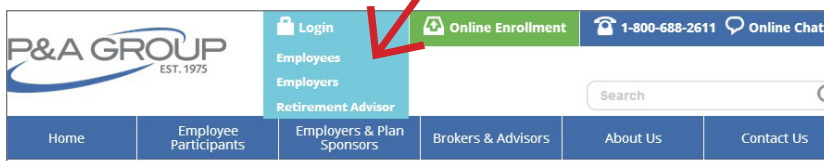
Order additional HSA cards for your spouse/children



Report a card lost/stolen

Let's get started!

First, Log into your HSA Account at www.padmin.com. To log in, click **Employees** and enter your username and password. Once logged in, click **Go to HSA plan**.



MY BENEFITS SUMMARY

Below is a summary of your employee benefit plan(s). For details on a plan such as completed transactions or claim information please click Show/Hide Plan Details. You may also perform different actions for each plan by selecting an action from the 'Choose an action' drop down menus.

HSA Plan

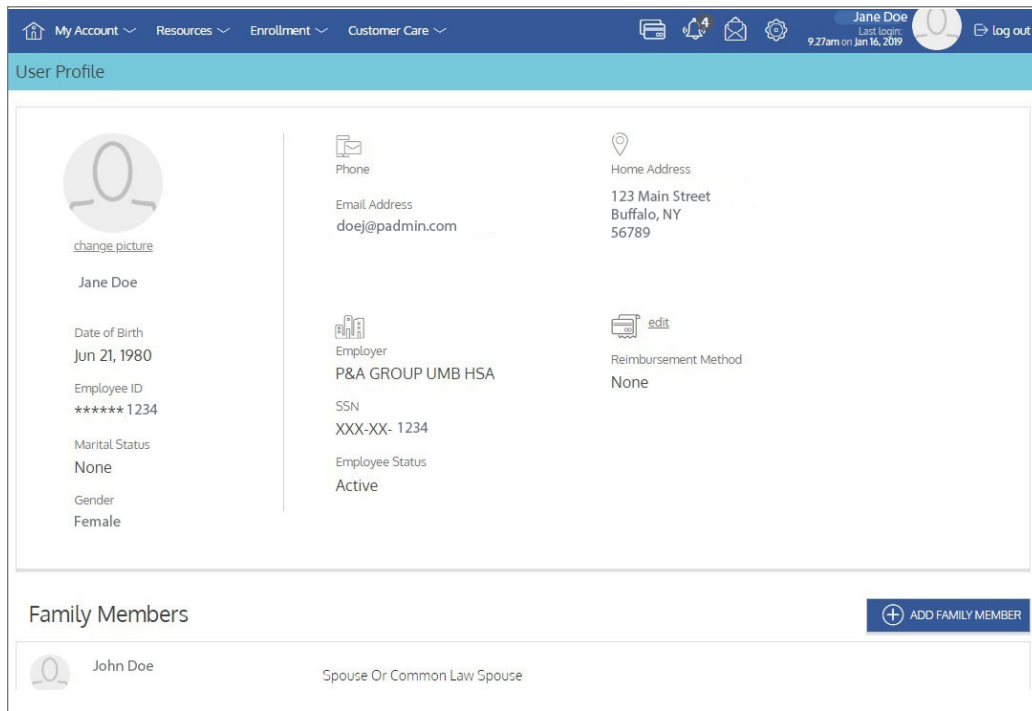
To view the details of your HSA plan, click the button below.

[Go To HSA Plan](#)

Make sure your dependent is added to your account first. To add your dependent click on your name in the main menu to access your user profile.



Under your user profile, you'll see your demographic information. At the bottom of the page, click **Add Family Member** to add a dependent.



Complete the dependent information on the page. Make sure you click **Issue Dependent Card**. This will automatically issue your newly added dependent a Benefits Card. When finished, click **Next**.

Once a dependent is added to your account, you can also order additional HSA Benefit Cards by clicking the card icon in your navigation menu.



The screenshot shows the top navigation bar with a dark blue background. On the left, there are menu items: 'My Account', 'Resources', 'Enrollment', and 'Customer Care', each with a dropdown arrow. On the right, there are icons for a card, a notification (with a '4' badge), an envelope, and a gear. Further right, the user's name 'Jane Doe' is displayed, along with 'Last login: 9:27am on Jan 16, 2019' and a 'log out' button. Below the navigation bar is a light blue header with the text 'HSA Account Details'.

On the cards page, you can review your current Benefit Cards. Here you can also report an existing card as lost/stolen and request a replacement card. Click **Report Lost/Stolen** if your card is missing.

To order a card for an existing dependent who doesn't have a card, click **Issue Debit Card** next to the dependent's name.

The screenshot shows the 'Cards' page with a light blue header. Below the header, there are two card entries, each in a light green box. The first card is for John Doe, with card number **** *1234, status 'Active', and a 'REPORT LOST / STOLEN' button. The second card is for Lucy Doe, with card number **** *5678, status 'Active', and a 'REPORT LOST / STOLEN' button. Below the cards, there is a pagination control showing 'Page 1 of 1'. At the bottom, there is a section titled 'Issue new debit card(s) for Family Member(s)' with a list of family members. The first entry is 'Anne Doe' with a profile picture icon and an 'ISSUE DEBIT CARD' button. A red arrow points to this button.

P&A GROUP CUSTOMER SERVICE

Contact P&A Group's customer service team for questions about your account.

PHONE: (800) 688-2611 | **WEB:** www.padmin.com | **HOURS:** Monday - Friday, 8:30 am - 10:00 pm ET.