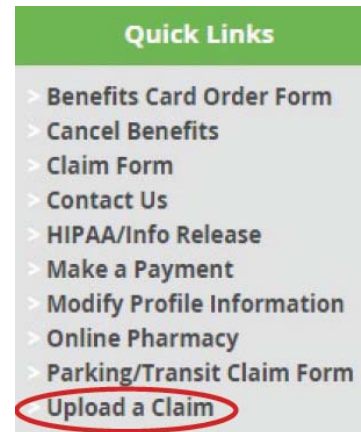


P&A's online claims system offers you the convenience of submitting all of your Commuter claims easily through their website. Simple, paperless, and secure, their upload system ensures they will receive your claim quickly so you can get your reimbursements faster.

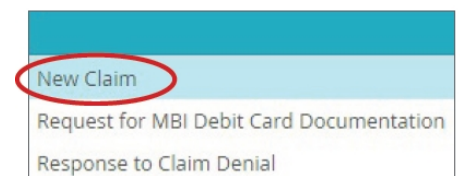
Step 1 Go to www.padmin.com. Log into your Benefits Account by navigating to the blue login tab at the top of the page.

Step 2 Enter your username and password.

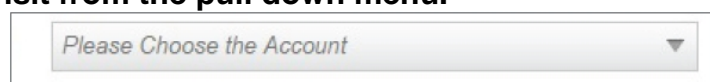
Step 3 Select "Upload a Claim" from the Quick Links menu (located on the left hand side of the page).



Step 4 Choose either the "New Claim" option from the drop down menu OR choose "Receiptless Claim." *If you choose the receiptless claim option you will need to itemize the dates of service that you are requesting reimbursement for.*



Step 5 Choose Transit from the pull down menu.



Contact P&A's customer service team with any questions.

Ph: (800) 688-2611

Web: www.padmin.com

Hours: M – F

5:30AM - 5:00PM PT