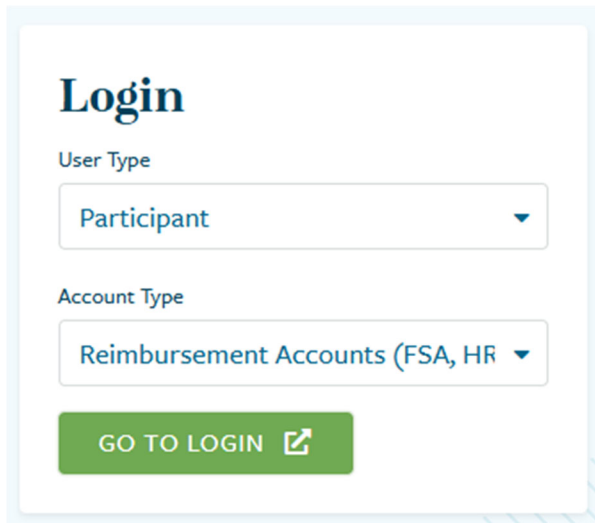


Creating an online account with P&A for HRA and FSA

1. Go to <https://padmin.com/>

You'll see the following login icon:

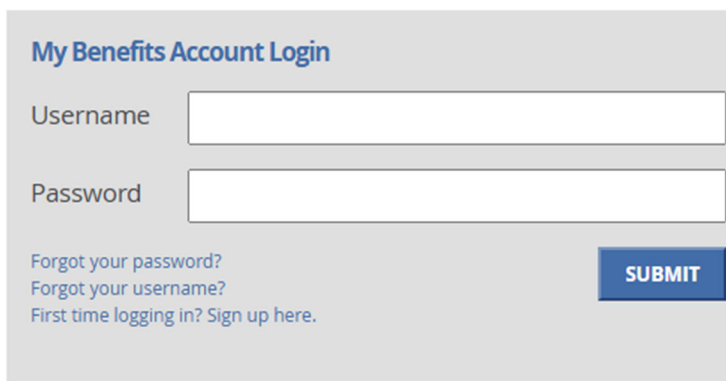


The image shows a login form titled "Login". It has two dropdown menus. The first is labeled "User Type" and has "Participant" selected. The second is labeled "Account Type" and has "Reimbursement Accounts (FSA, HR)" selected. Below the dropdowns is a green button with the text "GO TO LOGIN" and a small icon of a document with an arrow pointing out.

Make sure your user type is "**Participant**" and account type is "**Reimbursement Accounts**" as in the image above, then click "**Go to Login**".

2. You'll see the following login screen:

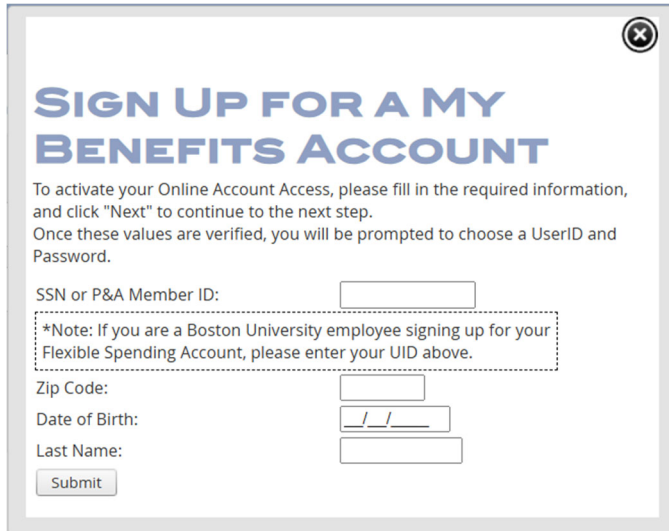
ACCOUNT LOGIN



The image shows a login screen titled "My Benefits Account Login". It has two input fields: "Username" and "Password". Below the "Password" field are three links: "Forgot your password?", "Forgot your username?", and "First time logging in? Sign up here.". To the right of these links is a blue button with the text "SUBMIT".

Click "**First time logging in? Sign up here**".

3. The following screen will pop up for you to register for a new account:



SIGN UP FOR A MY BENEFITS ACCOUNT

To activate your Online Account Access, please fill in the required information, and click "Next" to continue to the next step. Once these values are verified, you will be prompted to choose a UserID and Password.

SSN or P&A Member ID:

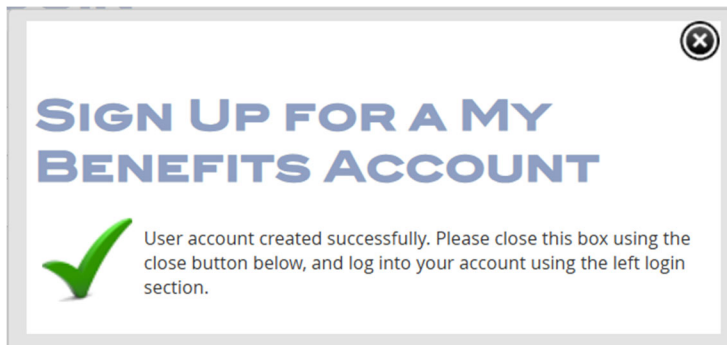
*Note: If you are a Boston University employee signing up for your Flexible Spending Account, please enter your UID above.

Zip Code:


Date of Birth:

Last Name:

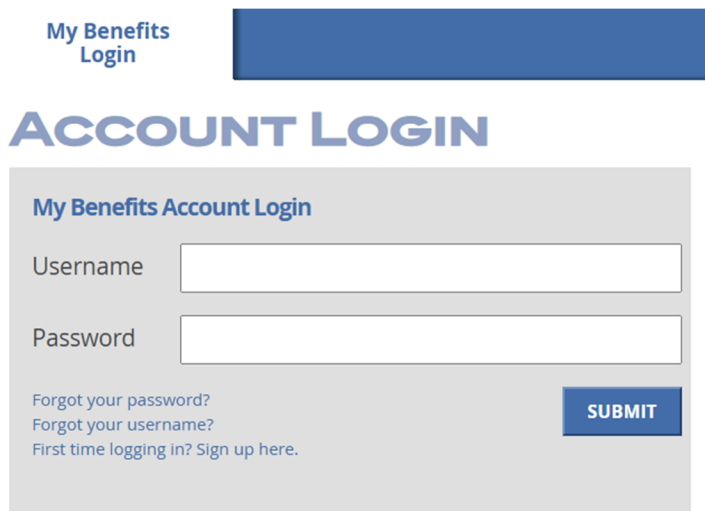
Enter your information and click "**Submit**". You'll receive the following confirmation and be directed to your account login.



SIGN UP FOR A MY BENEFITS ACCOUNT

 User account created successfully. Please close this box using the close button below, and log into your account using the left login section.

4. Log into your newly created account here:



My Benefits Login

ACCOUNT LOGIN

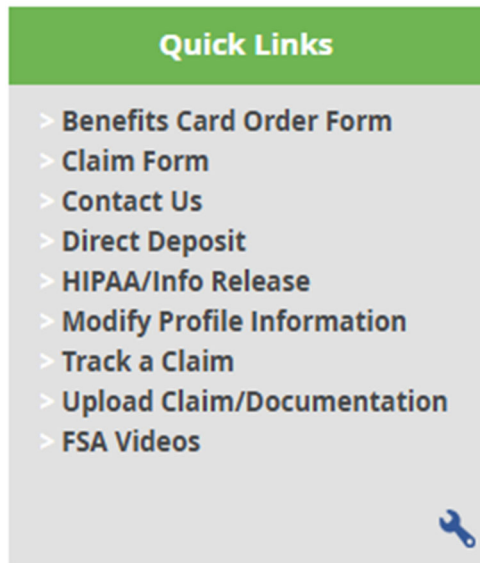
My Benefits Account Login

Username

Password

[Forgot your password?](#)
[Forgot your username?](#)
First time logging in? Sign up here.

5. You're in! From here you can see your HRA and FSA account balances, access account details, upload claims, set up direct deposit, and order additional debit cards **free of charge** for any eligible family members age 18+.
6. To order additional debit cards, click either "**Benefits Card Order Form**" under **Quick Links** or click the **icon for ordering new cards**. See both options below:



Order your new/or replacement Benefits Card here at no additional cost!

7. Under "**Order New Debit Card**", select your reason for the new cards. If you're requesting a card for your spouse or child(ren), click "**Request additional dependent card**".

ORDER NEW DEBIT CARD

Please complete the form below in order to request a new benefits card. Once the form is complete please click the Submit Request button below to submit your order. Your new debit card will be mailed to the address on file within 7-10 business days.

Please note that any newly requested cards will be mailed to the address on file. If you wish to have your card mailed to a different address, please update your address in the [Profile](#) page first.

Reason for order request: Lost my card Card was stolen Request additional dependent card

NOTE: If you receive a pop-up saying your old cards have been cancelled when ordering dependent cards, please disregard this message as it only applies if you reported your cards as lost or stolen (it just pops up with any card request).