

Submit claims anywhere with our mobile app. Download it today!

# SUBMIT A CLAIM

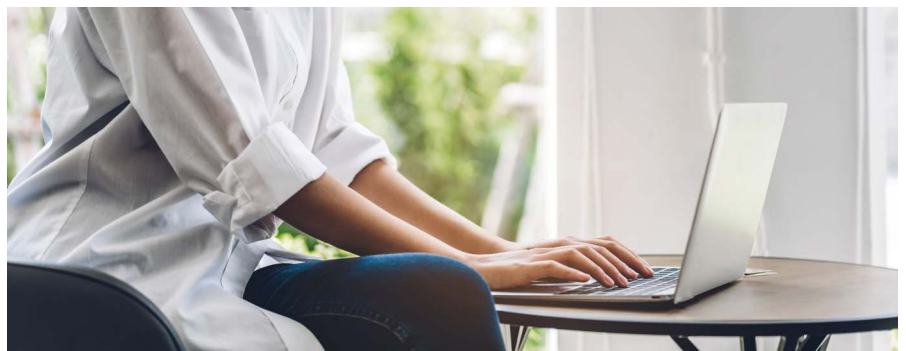
You can submit claims for reimbursement of qualified expenses incurred during the plan year. Each plan also allows for a "run-out" period at the end of the plan year when you can submit claims. Please see your Summary Plan Description (SPD) for your run-out period.

**Note:** Reimbursements are based on when the service is provided, not when the service is billed or paid.

Choose from several convenient ways to submit your claims. Use our mobile app, upload claims from your computer/tablet/mobile device, or fax/mail a copy to P&A Group.

## P&A Group Mobile App

Download our mobile app and log into your account to submit your claims. Choose Upload Claim/Documentation from the menu and follow the prompts on your screen. See page 8 for more info.



## QuikClaim Mobile Claim Submission\*

Submit a claim directly from your smartphone. First, capture a picture of your receipt or other supporting documentation for your eligible expense. Log into your account at [www.padmin.com](http://www.padmin.com) on your smartphone. Select Upload and follow the prompts on your screen.

## Upload Claims from Your Computer

Upload proof of purchase for your eligible expense (i.e., cash register receipt, EOB) by first scanning the documentation into your computer. Then log into your account and select Upload Claim/Documentation.

## File a Paper Claim

Claims can also be faxed or mailed. Complete a claim form (log into your account at [www.padmin.com](http://www.padmin.com) to access and print the form) and fax or mail to P&A Group, along with proof of purchase of your eligible expense (i.e., itemized receipt, EOB).

Toll-free fax: (877) 855-7105

Mail: 17 Court Street, Suite 500  
Buffalo, NY 14202

*\*Not all mobile claim upload features are currently available on all mobile devices or with all operating systems. Wireless carrier fees may apply. Requires at least a 2-megapixel camera.*



Completely manage your FSA by logging into your My Benefits account at [www.padmin.com](http://www.padmin.com).