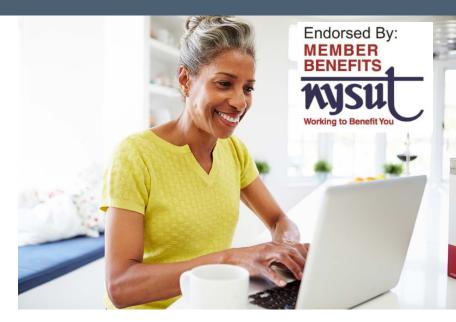
How to Access Direct Billing for Your NYSUT Member Benefits Trust-Endorsed Dental Plan



Follow the steps below to setup ACH or one-time payment(s) for your NYSUT Member Benefits endorsed Dental Plan at padmin.com. It's fast, easy and gives you 24 hour access to your plan. Please note: NYSUT referencing or branding will not be displayed on the P&A website.



# Step 1 @ padmin.com

Go to P&A's website at padmin.com and under Login select Participant under User Type and select Retiree/Direct Billing under Account Type. Click Go to Login.

	Login	
	User Type	
	Participant -	
	Account Type	
	Retiree/Direct Billing	]
$\rightarrow$	GO TO LOGIN 🔀	

# Step 2: Logging In

You are now on the Account Login page. Log into your account under the My Benefits Account Login box. Enter your username and password credentials and click Submit. Note: you must click Submit instead of hitting the Enter key on your keyboard

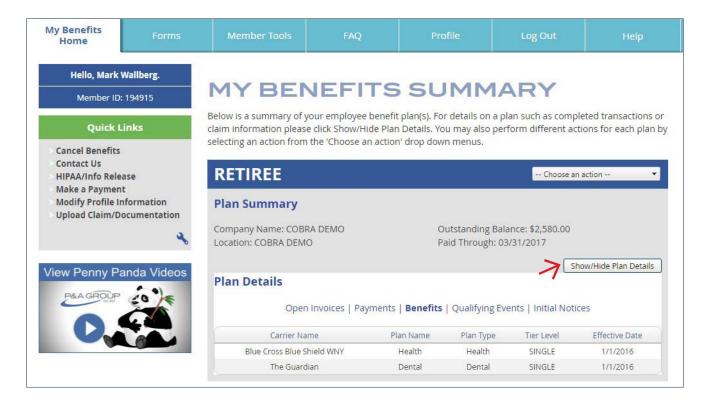
**FIRST TIME USERS\*:** Click the First Time Logging In link (see red arrow below). You will then be prompted to create a username and password for your account.

MY BENEFIT:

\*You will be prompted to provide your SSN or P&A Member ID, which is listed on your invoice.

## Step 3: Viewing Your Account

Once logged in, you can view your My Benefits Summary, which displays your benefit plan(s). Click Show/Hide Plan Details (see red arrow below) to expand your benefit plan details. You can view open invoices, payments, benefits, qualifying events and initial notices.



# Step 4: Making a payment

Under Quick Links on the left side of your screen, click Make a Payment. You can securely enter your checking or savings account banking information to make a payment online. Go to Payment Type and choose to make a one-time payment, or set up recurring payments, which are auto deducted from your bank account (see example with red arrow below).

Hello, Mark Wallberg.	MAKE OR CANCEL A PAYMENT Important payment and cancellation guidelines can be found in the help tab above.
Member ID: 194915	You have two online payment options, a one time payment or automatic recurring payments. To make a payment or set up recurring payments, select the Benefit plan, then proceed to enter in your payment information. Full payment of your monthly invoice is required to pay online. <b>Recurring payment users</b> the 1st payment date will be shown in the <u>User Agreement</u> , you will need to pay any outstanding invoices prior to the payment and set will be shown in the <u>User Agreement</u> . You will need to pay any not outstanding invoices prior to the payment and set will be shown in the <u>User Agreement</u> .
Quick Links	that date by either manual check or make a one time payment. To cancel your recurring payments, click the play ou wish to cancel then click the "Cancel Recurring Billing" button. Be sure to take note of the cancellation date given on the confirmation. <b>Plase note, this will only</b>
Cancel Benefits	cancel your recurring payment, not your actual coverage. If you wish to cancel your coverage, go to Cancel Benefit in Quick Links
ontact Us	Benefits Plan:      Retiree: COBRA DEMO, Due: \$2580.00
IPAA/Info Release	Payment Type:  Single Payment  Recurring Payments
ake a Payment	Account Type:   Checking  Savings
odify Profile Information	Bank Routing Number:
bload Claim/Documentation	Bank Name:
	Bank Account Number:
2	Verify Bank Account Number:
	Payment Amount: Choose Payment Type
	Liser Agreement By submitting this form you agree: (a) for the P&A Group to withdraw the funds from the bank account liste on this form and (b) agree that if your bank account does not have sufficient funds to cover this payment ar the payment is returned from your financial initiation, the P&A Group shall have the right to withdraw a \$25.00 NSF fee from the bank account entered on this form and (c) you are the owner(s) of the account entered. ■ I have fully read, accepted and understood the terms and conditions set forth on the direct deposit user agreement located directly above.

### **Customer Service**