

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

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.

P&A GROUP EST. 1975 MY BENEFITS

My Benefits Login

ACCOUNT LOGIN

My Benefits Account Login

Username: [input field]

Password: [input field]

Forgot your password? Forgot your username? First time logging in? Sign up here.

SUBMIT

*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.

My Benefits Home | Forms | Member Tools | FAQ | Profile | Log Out | Help

Hello, Mark Wallberg.
Member ID: 194915

Quick Links

- > Cancel Benefits
- > Contact Us
- > HIPAA/Info Release
- > Make a Payment
- > Modify Profile Information
- > Upload Claim/Documentation

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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.

RETIREE -- Choose an action --

Plan Summary

Company Name: COBRA DEMO Outstanding Balance: \$2,580.00
Location: COBRA DEMO Paid Through: 03/31/2017

Show/Hide Plan Details

Plan Details

Open Invoices | Payments | **Benefits** | Qualifying Events | Initial Notices

Carrier Name	Plan Name	Plan Type	Tier Level	Effective Date
Blue Cross Blue Shield WNY	Health	Health	SINGLE	1/1/2016
The Guardian	Dental	Dental	SINGLE	1/1/2016

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.
Member ID: 194915

Quick Links

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MAKE OR CANCEL A PAYMENT

Important payment and cancellation guidelines can be found in the help tab above.

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 Benefits plan, then proceed to enter in your payment information. Full payment of your monthly invoice is required to pay online. **Recurring payment users:** the 1st payment date will be shown in the User Agreement. You will need to pay any outstanding invoices prior to that date by either manual check or make a one time payment.

To cancel your recurring payments, click the plan you wish to cancel then click the "Cancel Recurring Billing" button. Be sure to take note of the cancellation date given on the confirmation. **Please note, this will only cancel your recurring payment, not your actual coverage. If you wish to cancel your coverage, go to Cancel Benefit in Quick Links**

Benefits Plan: Retiree: COBRA DEMO, Due: \$2580.00

Payment Type: Single Payment Recurring Payments

Account Type: Checking Savings

Bank Routing Number:

Bank Name:

Bank Account Number:

Verify Bank Account Number:

Payment Amount: Choose Payment Type

User Agreement

By submitting this form you agree: (a) for the P&A Group to withdraw the funds from the bank account listed on this form and (b) agree that if your bank account does not have sufficient funds to cover this payment and the payment is returned from your financial institution, 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.

Submit

Customer Service

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