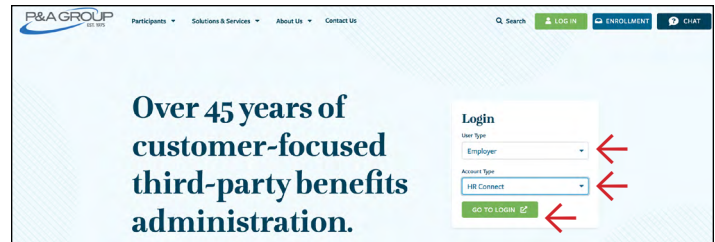


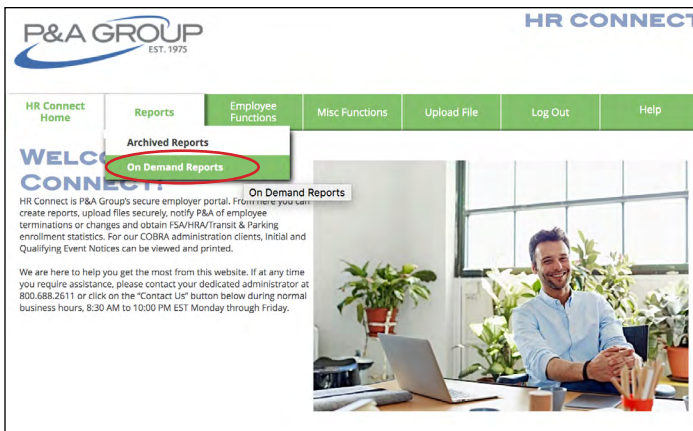
How to Access Your Company's Remittance Report

Follow the easy steps below to quickly generate your remittance report in P&A's web portal, HR Connect. If you have any questions or need assistance, please contact your P&A Group COBRA Benefits Administrator.

1 Go to www.padmin.com and under **Login** select **Employer** and **HR Connect** from the drop down menus. Then, click **Go to Login**, which will take you to the HR Connect login portal. Enter your HR Connect login credentials to log into your account.



2 Once logged into HR Connect, select **On Demand Reports** from the reports drop down menu. Then, under **COBRA/Billing**, choose **Premium Remittance**. Enter the data you want to extract and click **Run Report**.



3 Click the blue disk icon at the top of the report to export the report into your desired format (i.e., Excel, PDF, etc.). A copy of the report will be downloaded to your computer. Open the file and save it.

Example only. The below sample does not contain real data.

Cua.No	Location	Class	PBA ID	First Name	Last Name	Category	Carrier	Plan Name	Plan Type	Tier Code	Group Number	Amount
1	BUFFALO	COBRA	250407	DEAN	DEAN	DENTAL	GUARDLV	DENTAL	DENTAL	FAMILY	DEMO	\$8
1	BUFFALO	COBRA	250407	DEAN	DEAN	DENTAL	GUARDLV	DENTAL	DENTAL	FAMILY	DEMO	\$8
1	BUFFALO	COBRA	250407	JAMES	DEAN	HEALTH	BOBWINY	BOGE MEDIC	HEALTH	EE + 1	1206	\$60
1	BUFFALO	COBRA	250407	JAMES	DEAN	HEALTH	BOBWINY	BOGE MEDIC	HEALTH	EE + 1	1206	\$60
1	BUFFALO	COBRA	250407	JAMES	DEAN	WELL	WELLFARGO	WELLNESS	WELLNESS	FAMILY	1206	\$8
1	BUFFALO	COBRA	250407	JAMES	DEAN	WELL	WELLFARGO	WELLNESS	WELLNESS	FAMILY	1206	\$8
1	BUFFALO	COBRA	133485	DEAN	MARTIN	HEALTH	BOBWINY	HEALTH	HEALTH	FAMILY	1206	\$60
1	BUFFALO	COBRA	133485	DEAN	MARTIN	HEALTH	BOBWINY	HEALTH	HEALTH	FAMILY	1206	\$10
1	BUFFALO	COBRA	133485	DEAN	MARTIN	HEALTH	BOBWINY	HEALTH	HEALTH	FAMILY	1206	\$60
1	BUFFALO	COBRA	194807	DEAN	MARTIN	DENTAL	GUARDLV	DENTAL	DENTAL	FAMILY	DEMO	\$8
1	BUFFALO	COBRA	194807	DEAN	MARTIN	DENTAL	GUARDLV	DENTAL	DENTAL	FAMILY	DEMO	\$8
1	BUFFALO	COBRA	194807	DEAN	MARTIN	HEALTH	BOBWINY	BOGE MEDIC	HEALTH	EE + 1	1206	\$60
1	BUFFALO	COBRA	194807	DEAN	MARTIN	HEALTH	BOBWINY	BOGE MEDIC	HEALTH	EE + 1	1206	\$60
1	BUFFALO	COBRA	194807	DEAN	MARTIN	HEALTH	BOBWINY	BOGE MEDIC	HEALTH	EE + 1	1206	\$60
1	BUFFALO	COBRA	194807	DEAN	MARTIN	HEALTH	BOBWINY	BOGE MEDIC	HEALTH	EE + 1	1206	\$60
1	BUFFALO	COBRA	194807	DEAN	MARTIN	HEALTH	BOBWINY	BOGE MEDIC	HEALTH	EE + 1	1206	\$60
1	BUFFALO	COBRA	194807	DEAN	MARTIN	HEALTH	BOBWINY	BOGE MEDIC	HEALTH	EE + 1	1206	\$60
1	BUFFALO	COBRA	194807	DEAN	MARTIN	HEALTH	BOBWINY	BOGE MEDIC	HEALTH	EE + 1	1206	\$60
1	CALIFORNIA	COBRA	49921	Tim	Johnson	DENTAL	GUARDLV	DENTAL	DENTAL	FAMILY	DEMO	\$8
1	CALIFORNIA	COBRA	49921	Tim	Johnson	HEALTH	BOBWINY	HEALTH	HEALTH	FAMILY	DEMO	\$60
1	CALIFORNIA	COBRA	1919	Mark	Water	DENTAL	GUARDLV	DENTAL	DENTAL	EE + 1	DEMO	\$8
1	CALIFORNIA	COBRA	1919	Mark	Water	HEALTH	BOBWINY	HEALTH	HEALTH	EE + 1	DEMO	\$60
1	CALIFORNIA	COBRA	1919	Mark	Water	HEALTH	BOBWINY	HEALTH	HEALTH	EE + 1	DEMO	\$60
1	CALIFORNIA	COBRA	1919	Mark	Water	HEALTH	BOBWINY	HEALTH	HEALTH	EE + 1	DEMO	\$60
											Total	\$1,040