

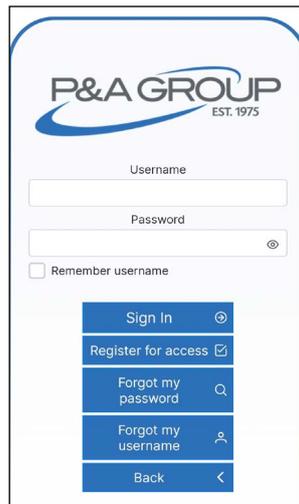


## How to Submit Debit Card Documentation

As an account holder, you may receive a request to provide documentation of an expense you purchased with your P&A Convenience Card. You can upload debit card documentation from your computer, tablet or mobile device. Please see the step-by-step guide below.

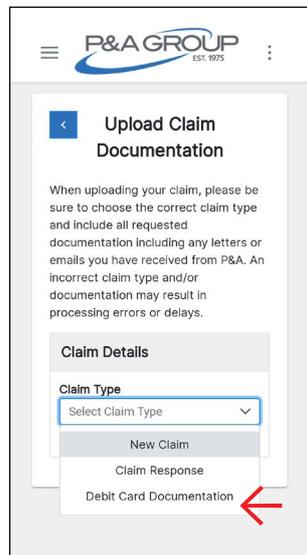
### Upload from P&A's Mobile App

1. Download our app on the [App Store](#) or [Google Play](#) by searching "P&A Group MyBenefits."
2. Log into your MyBenefits Account by clicking "Log on to MyBenefits." Enter your username and password.



3. Click the menu icon and select Upload Claim. Under claim type, select "Debit Card Documentation." Follow the prompts on your screen to upload your documentation.

Tip: make sure your documentation is saved on your phone!

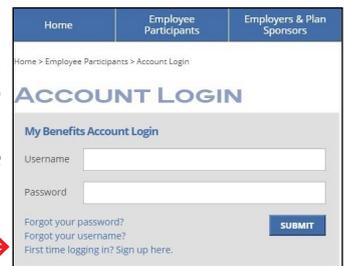


### Upload from Your Computer/Tablet

1. Go to [ncflex.padmin.com](http://ncflex.padmin.com). Click "Log In."



2. Log into your MyBenefits account. Click the first time logging in link if you haven't previously created an online account.



3. From your account dashboard, select Upload Claim/Documentation under Member Tools.



4. Select Debit Card Documentation.



5. Next, choose which transaction you are providing documentation for from the options provided. **NOTE: Under status, the description will state "Documentation Required."** Click browse files to upload your documentation. Acceptable file formats are jpeg, jpg, png, bmp, tiff, tif and pdf.