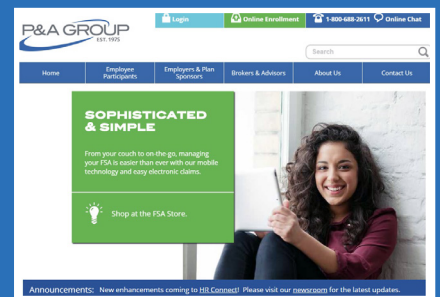


*Introducing your payment vendor for your retiree benefits, P&A Group.*

WEB: [www.padmin.com](http://www.padmin.com)  
PHONE: (800) 688-2611



Congratulations on your upcoming or recent retirement! Below is some helpful information you will need to know in order to pay for and continue your group insurance benefits as an A&M System employee. This is a summary of what to expect next and an introduction to P&A Group, the third party vendor who will be handling your premium payments.

1. P&A Group will be notified of your retirement by the A&M System.
2. Once P&A Group is notified of the event, you will receive the following in the mail from, P&A Group:
  - Introduction letter
  - Invoice for your benefit(s)
  - Website information flyer
  - Payment information & ACH form
3. Going forward, you will receive a monthly invoice (unless you elect to enroll in automated ACH) from P&A Group to pay your monthly insurance premiums.
4. All payments must be submitted directly to P&A Group. P&A Group offers the following payment options: Pay by phone, mail-in check or money order, automated bank draft (ACH), or one-time bank draft.
5. Any demographic changes you may experience in retirement (i.e., moving), must be communicated directly to the Benefits or HR Office responsible for your retiree benefits.
6. If you have any questions on how to submit payment for your insurance premium, please contact the P&A Group's Customer Service Team Monday - Friday, 7:30AM - 9:00PM CT at (800) 688-2611 or through online webchat at [www.padmin.com](http://www.padmin.com).