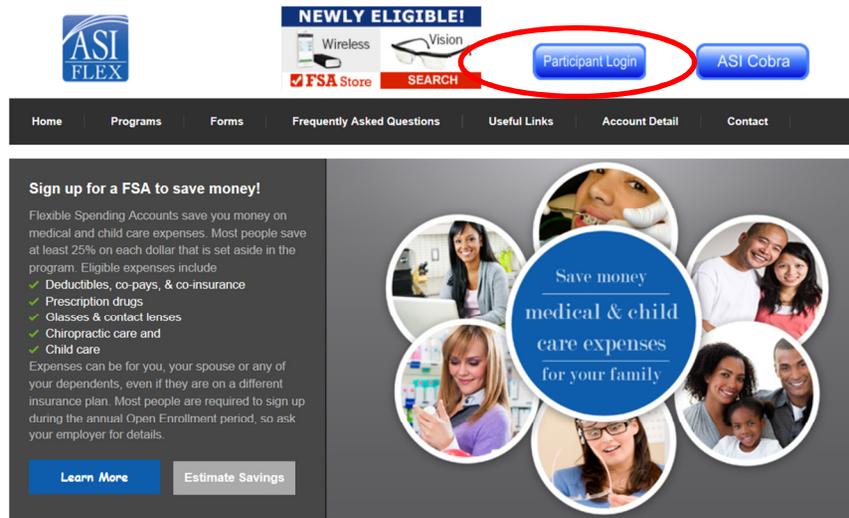


NAVIGATING THE ASIFLEX WEBSITE

- 1) Go to www.ASIFlex.com
- 2) Click the **Participant Login** button



- 3) If you have previously logged into the ASIFlex website, enter your **User Name**. If this is the first time you are logging into the website, enter your **PIN**. *Note: If you did not receive a PIN in the mail or misplaced your PIN, please call 1-800-659-3035 for assistance.*

A screenshot of the ASIFLEX 'Account Detail' page. The page title is 'Account Detail' with the subtitle 'File a claim, review your balance, and access your account statements.' Below the title, there is a link to learn more about the mobile app. The main content area is split into two columns. The left column is for new users: 'To create a User Name, please begin here.' It has a 'PIN' input field and an 'Enter' button (circled in red). The right column is for existing users: 'If you have already created a User Name, please login here.' It has a 'User Name' input field and a 'Log In' button (circled in red). A 'Forgot your User Name?' link is also present. A red box on the left contains text: 'If you have NOT previously logged in, enter the PIN you received in the mail, click the Enter button and then follow the prompts on the next screen.' A red box on the right contains text: 'If you have previously logged in, enter your User Name and click the Log In button. On the next screen you will be prompted to select your Security Image and enter your Password.' At the bottom, there is a note about Internet Explorer 9 compatibility and a copyright notice for 2015 Application Software, Inc.

4) Once you are logged in, you will see the **Self Service Menu**. Select the **Plan Year** and **Account Detail** and then click the **Go** button to view that specific account. You will need to repeat this step for each account you wish to view. *Note: the default Plan Year is 2015 and the default Account Detail is HRA (HAT).*

Select the **Account Detail** from the drop down box:

- HRA (HAT dollars)
- HRA II (Health Reward dollars)
- Healthcare FSA (Medical flex spending)
- Dependent Care FSA (Dep Childcare flex spending)

Select the **Plan Year** from the drop down box:

- Jan 1, 2015 thru Dec 31, 2015
- Jan 1, 2014 thru Dec 31, 2014

Press the **Go** button once Plan Year and Account Detail options are selected.

SCREEN SHOT EXAMPLES

2015 HRA (HAT) Account:

Section 125 Account Detail S0526108

Plan Year: Jan 1, 2015 thru Dec 31, 2015

Account Detail: HRA

Available Funds: **\$200.00**

2015 HRW Account (currently showing as HRA II):

Section 125 Account Detail S0526108

Plan Year: Jan 1, 2015 thru Dec 31, 2015

Account Detail: HRA II

Available Funds: **N/A**

2015 Medical FSA:

Section 125 Account Detail S0526108

Plan Year: Jan 1, 2015 thru Dec 31, 2015 Account Detail: Healthcare FSA

Last day to file claims is 4/30/2016
 Coverage period is 1/1/2015 to 3/15/2016

Debit Card Status is Active

Annual Election: \$2,500.00 Available Funds: \$2,468.20

Process Date	Description	Contributions	Claims	Payments	Earliest Date of Service	Latest Date of Service	Swipe Date	Follow-Up Documentation Required?	
1/22/2015			\$16.80		1/20/2015	1/20/2015			
1/22/2015	Card swipe			\$16.80			1/20/2015	No	Additional Info
1/16/2015			\$15.00		1/8/2015	1/8/2015			
1/12/2015	Card swipe			\$15.00			1/8/2015	No	Additional Info
1/9/2015		\$96.16							
		\$96.16	\$31.80	\$31.80					

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2015 Dependent Care FSA:

Section 125 Account Detail S0526108

Plan Year: Jan 1, 2015 thru Dec 31, 2015 Account Detail: Dependent Care FSA

Last day to file claims is 4/30/2016
 Coverage period is 1/1/2015 to 12/31/2015

Annual Election: \$5,000.00 Available Funds: \$0.00 Pending Claims: \$77.69

Process Date	Description	Contributions	Claims	Payments	Earliest Date of Service	Latest Date of Service	
1/16/2015			\$270.00		1/5/2015	1/9/2015	
1/16/2015	Direct deposit / email sent			\$192.31			Additional Info
1/9/2015		\$192.31					
		\$192.31	\$270.00	\$192.31			

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2014 HRA (HAT) Account:

Section 125 Account Detail S0526108

Plan Year: Jan 1, 2014 thru Dec 31, 2014 Account Detail: HRA

Last day to file claims is 4/30/2015
 Coverage period is 1/4/2014 to 12/31/2014

Annual Election: \$200.00 Available Funds: \$0.00

Process Date	Description	Contributions	Claims	Payments	Earliest Date of Service	Latest Date of Service
12/30/2014		\$200.00				
12/30/2014			\$200.00		1/1/2014	1/1/2014
12/30/2014	Manual adjustment			\$200.00		
		\$200.00	\$200.00	\$200.00		

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2014 HRW Account (currently showing as HRA II):

Section 120 Account Detail S0526108

Plan Year: Jan 1, 2014 thru Dec 31, 2014 Account Detail: HRA II

Last day to file claims is 4/30/2015
 Coverage period is 1/11/2014 to 12/31/2014

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[Return to Self Service Menu](#)
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Annual Election: \$300.00 Available Funds: \$0.00

Process Date	Description	Contributions	Claims	Payments	Earliest Date of Service	Latest Date of Service
12/30/2014		\$300.00				
12/30/2014			\$300.00		1/1/2014	1/1/2014
12/30/2014	Manual adjustment			\$300.00		
		\$300.00	\$300.00	\$300.00		

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2014 Medical FSA:

Section 125 Account Detail S0526108

Plan Year: Jan 1, 2014 thru Dec 31, 2014 Account Detail: Healthcare FSA

Last day to file claims is 4/30/2015
 Coverage period is 1/1/2014 to 3/15/2015

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Annual Election: \$1,669.12 Available Funds: \$0.00

Process Date	Description	Contributions	Claims	Payments	Earliest Date of Service	Latest Date of Service
12/31/2014		\$119.13				
12/30/2014		\$2,380.87				
12/30/2014			\$2,500.00		1/1/2014	1/1/2014
12/30/2014	Manual adjustment			\$2,500.00		
		\$2,500.00	\$2,500.00	\$2,500.00		

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2014 Dependent Care FSA:

Section 125 Account Detail S0526108

Plan Year: Jan 1, 2014 thru Dec 31, 2014 Account Detail: Dependent Care FSA

Last day to file claims is 4/30/2015
 Coverage period is 1/1/2014 to 12/31/2014

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Annual Election: \$5,000.00 Available Funds: \$0.00

Process Date	Description	Contributions	Claims	Payments	Earliest Date of Service	Latest Date of Service
12/31/2014		\$4,807.75				
12/31/2014		\$192.25				
12/31/2014			\$5,000.00		1/1/2014	1/1/2014
12/31/2014	Manual adjustment			\$4,807.75		
12/31/2014	Check sent			\$192.25		Additional Info
		\$5,000.00	\$5,000.00	\$5,000.00		

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