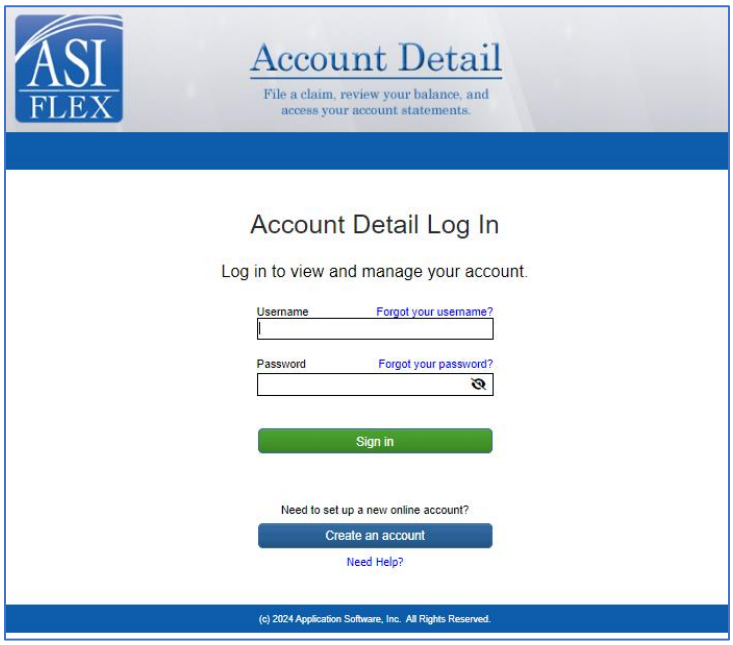
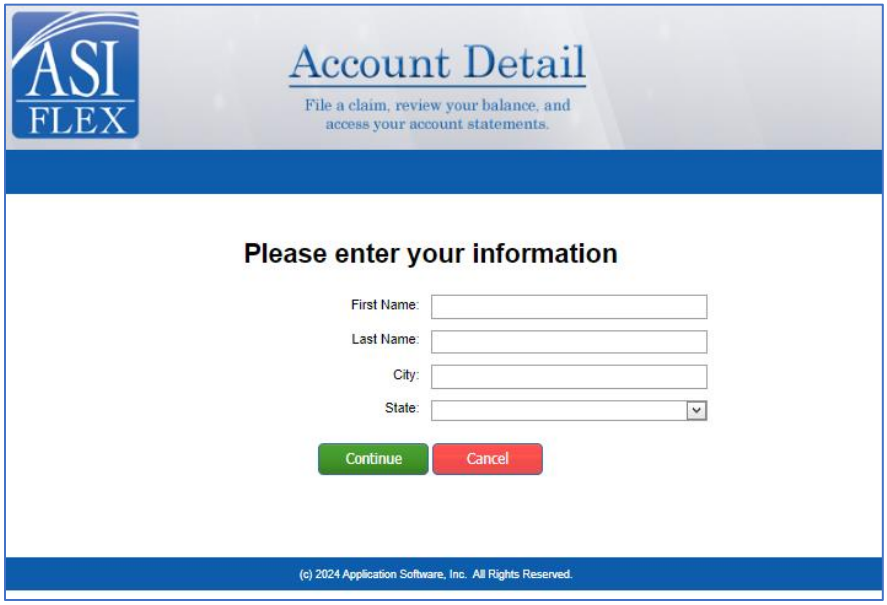
CREATING AN ONLINE ACCOUNT – ACCOUNTS WITH <u>CARRYOVER ONLY</u>

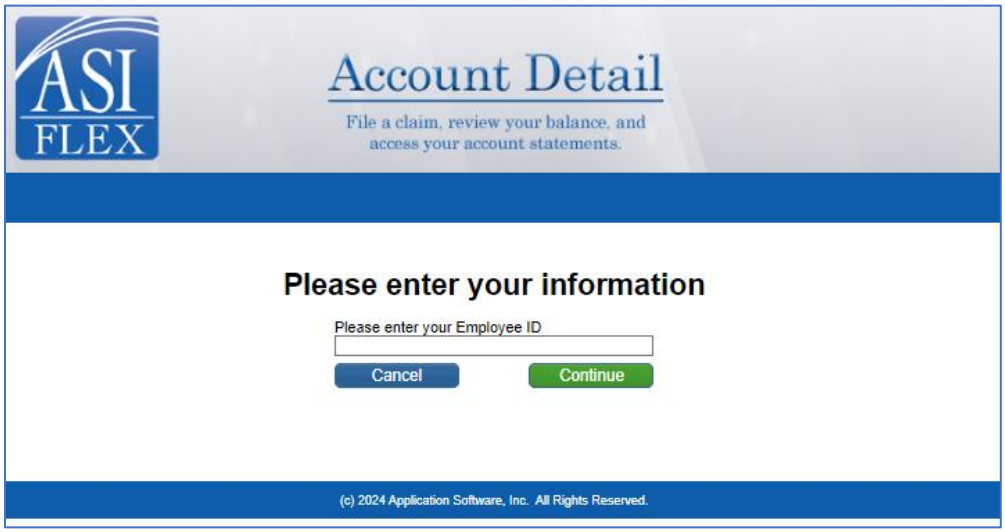
After selecting the Participant Login option on the main ASIFlex website you will be presented with a login screen similar to below. If you do not have an existing online account click the "Create an account" button to being setting up an account.



Begin by entering your First Name, Last Name, City, and State. These must match EXACTLY what we received from your employer. If your employer sent us your City as "Los Angeles" we will not accept "LA" for your entry. Complete the screen and press Continue.

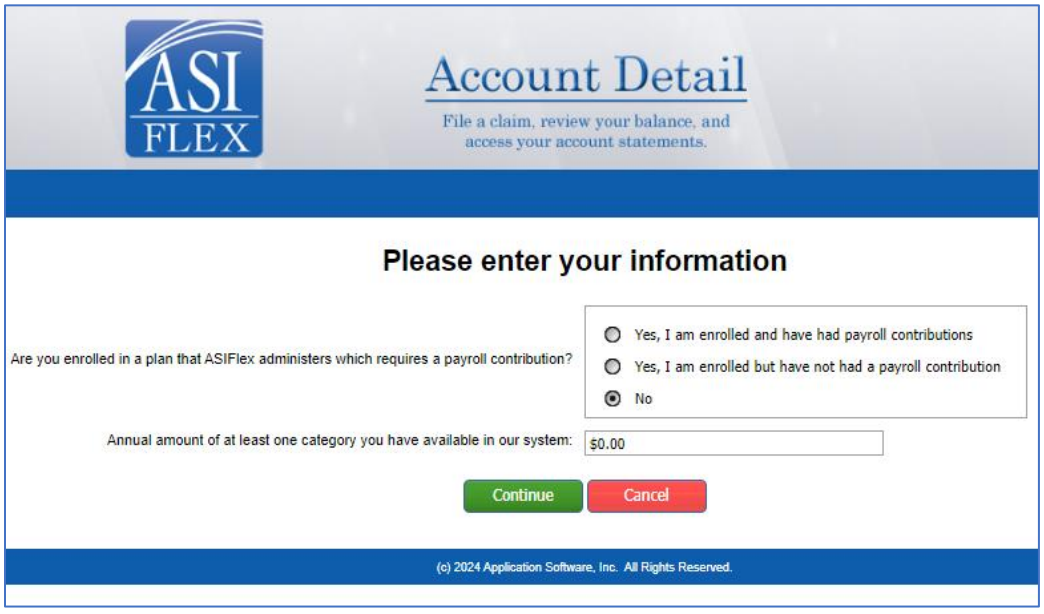


Depending on your employer you will be asked to enter your Employee ID or Social Security number. Complete the information and press Continue.

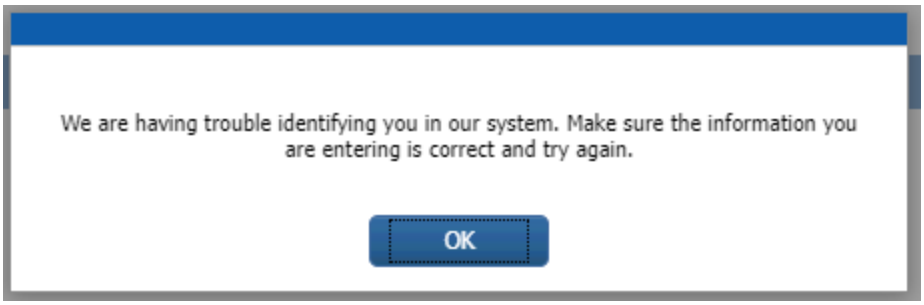


At this point we will ask for information about your account for further identification.

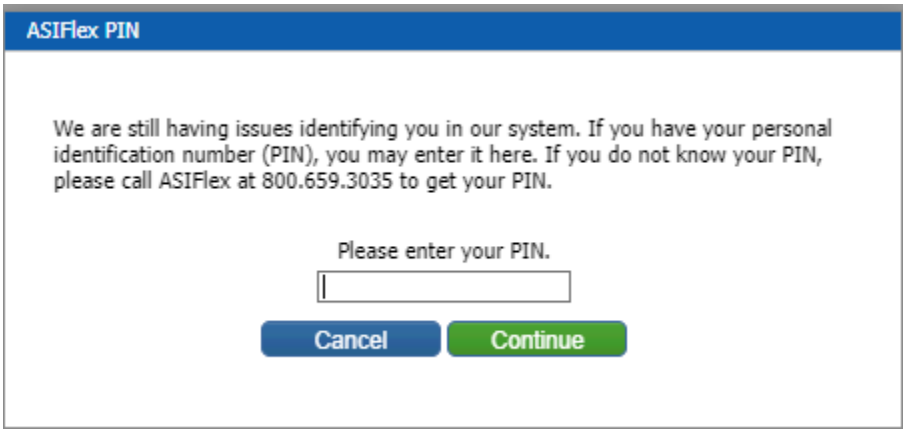
Select the third button (“No”), and then enter an amount. It does not matter how much you put in there.



You will get the following pop up when you do this.

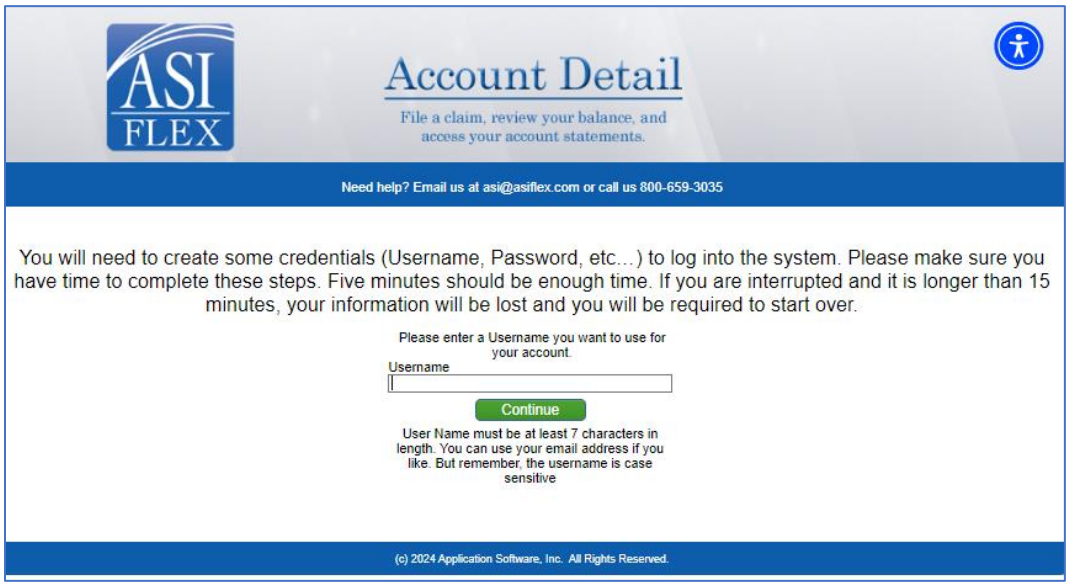


Select OK and it will take you back to the screen where it asks for your name and address. It will be populated with the information you supplied. You will have to do the same steps 2 more times. After the third time you enter an amount, it will display a different message.

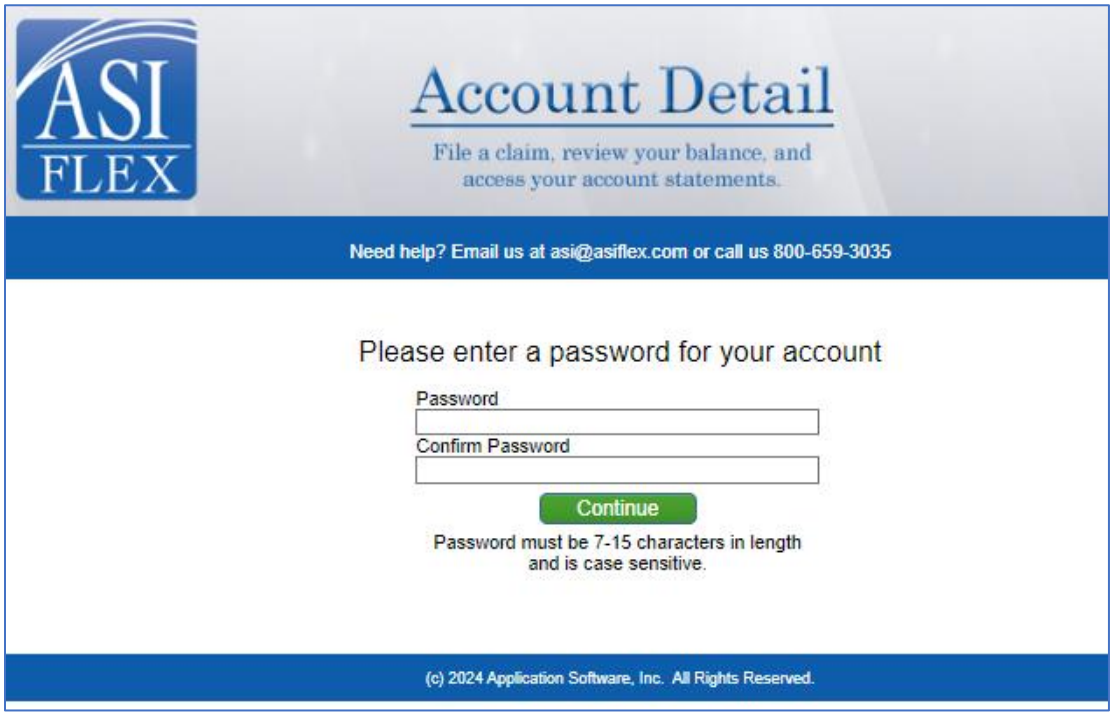


You will enter your PIN and then you can continue to create your account.

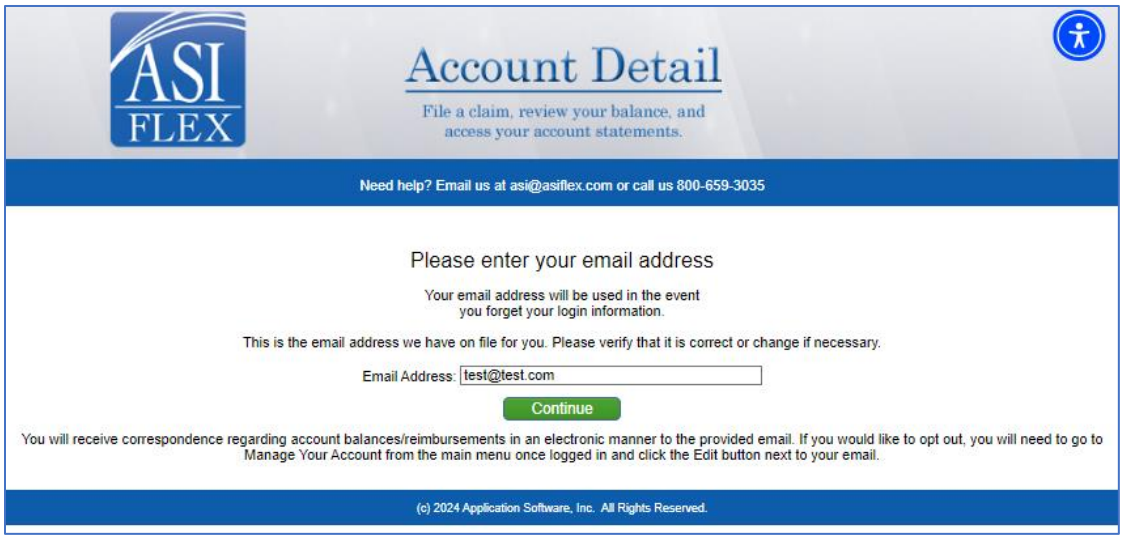
Once you have provided information that is adequate for us to validate you in our system you will be asked to create a Username. Your username must be unique.



Following your username we will ask you to provide and confirm a password for your account. Passwords must be 7-15 characters in length and are case sensitive.



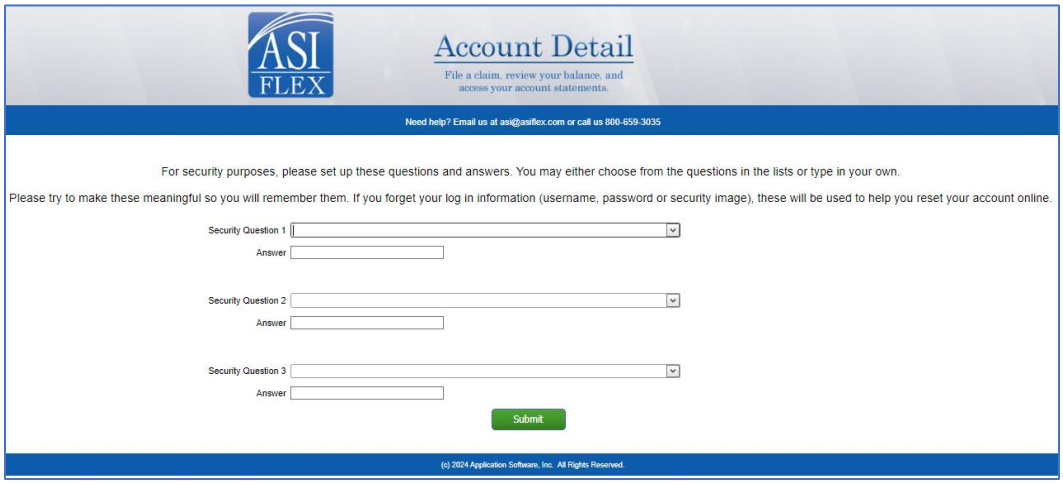
After creating your username and password we will need to capture your email address.



After creating your username and password you will need to select a security image for your online account. Select one of the security images below.

Visually confirm your security image selection and press Continue.

After your security image is confirmed you will select or create three security questions. These will be used for verification if you call for support. These should ideally be something that you know that is not publicly known, but not something difficult for you to remember.



After selecting/creating your security questions your account will be created and you will be logged in for the first time. A Main Menu similar to the one below will display providing you with access to your account(s).