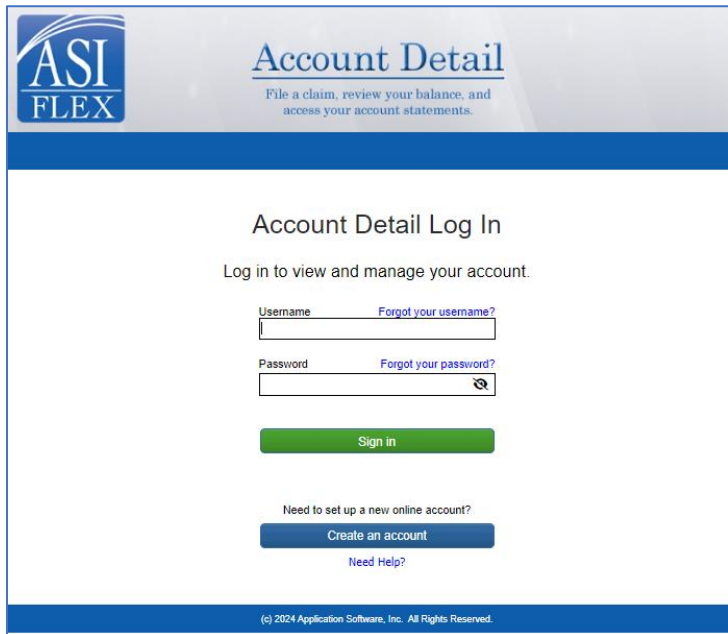


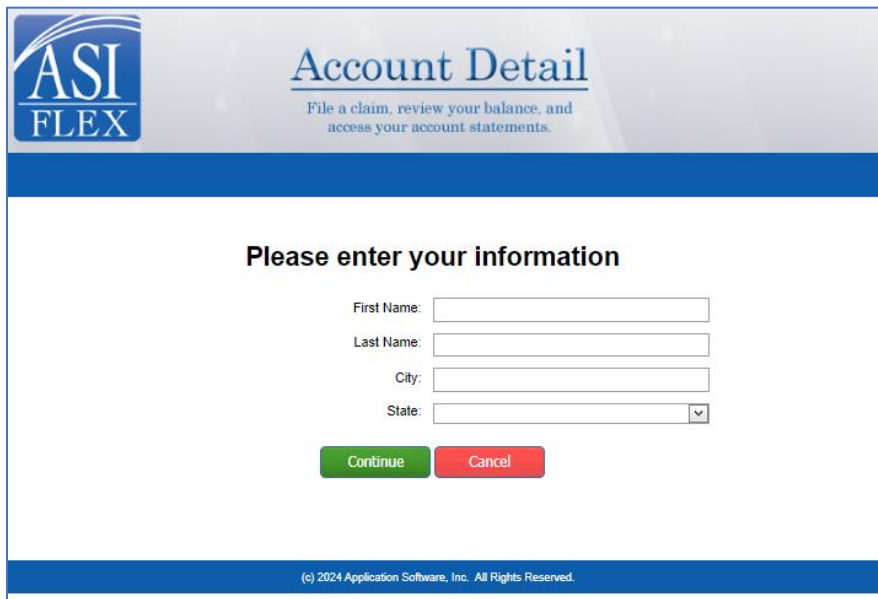
CREATING AN ONLINE ACCOUNT – ACCOUNTS WITH CARRYOVER ONLY

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 begin setting up an account.



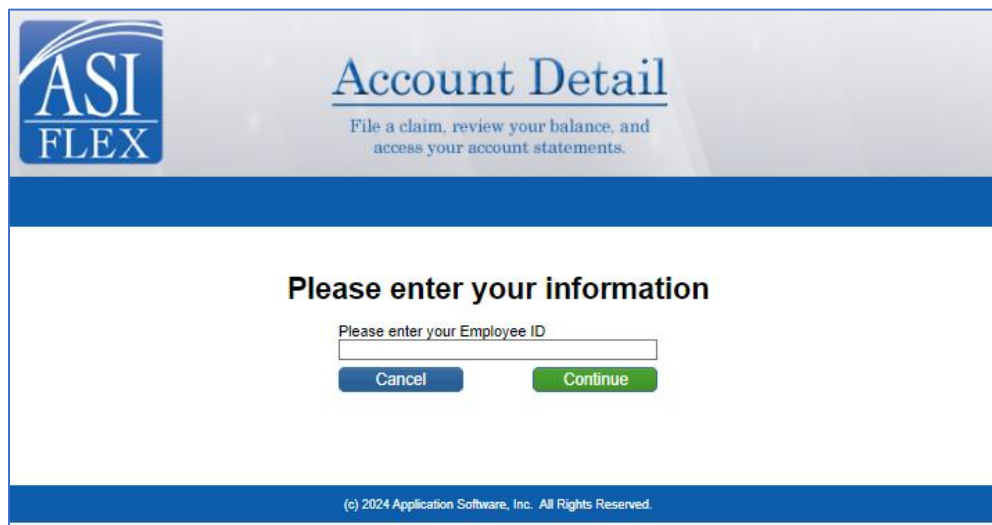
The screenshot shows the ASIFlex Account Detail Log In page. At the top left is the ASIFLEX logo. To its right, the text "Account Detail" is displayed in a large blue font, with the subtext "File a claim, review your balance, and access your account statements." below it. The main heading is "Account Detail Log In", followed by the instruction "Log in to view and manage your account." Below this are two input fields: "Username" and "Password". Each field has a link to its left: "Forgot your username?" for the Username field and "Forgot your password?" for the Password field. The Password field includes a small icon to toggle visibility. A green "Sign in" button is positioned below the password field. Below the sign-in button, there is a link "Need to set up a new online account?" followed by a blue "Create an account" button and a "Need Help?" link. The footer contains the copyright notice "(c) 2024 Application Software, Inc. All Rights Reserved."

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.



The screenshot shows the ASIFlex Account Detail registration page. At the top left is the ASIFLEX logo. To its right, the text "Account Detail" is displayed in a large blue font, with the subtext "File a claim, review your balance, and access your account statements." below it. The main heading is "Please enter your information". Below this are four input fields: "First Name:", "Last Name:", "City:", and "State:". The "State:" field is a dropdown menu. At the bottom of the form are two buttons: a green "Continue" button and a red "Cancel" button. The footer contains the copyright notice "(c) 2024 Application Software, Inc. All Rights Reserved."

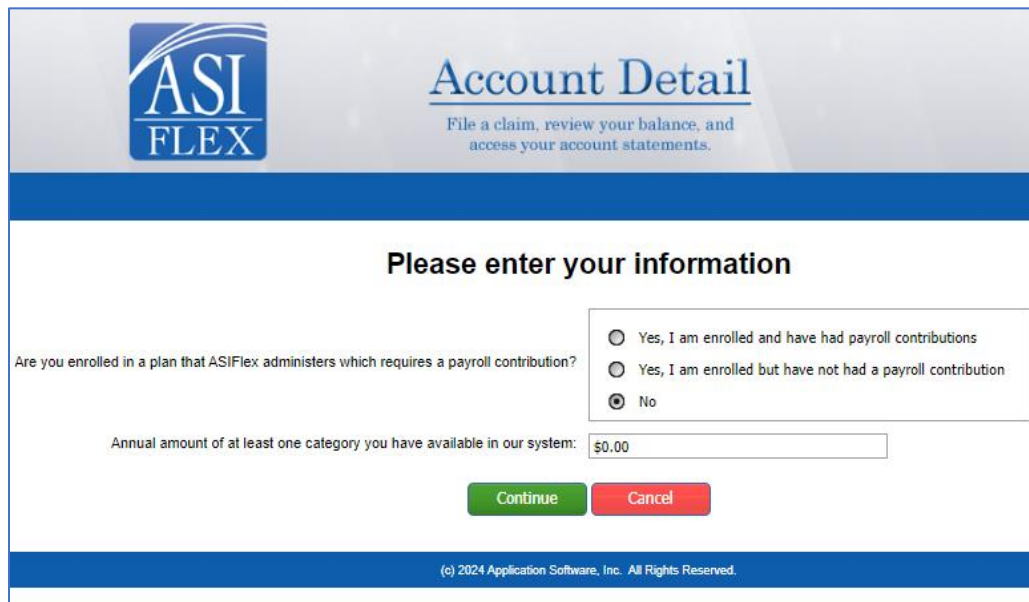
Depending on your employer you will be asked to enter your Employee ID or Social Security number. Complete the information and press Continue.



The screenshot shows the ASI FLEX 'Account Detail' page. At the top left is the ASI FLEX logo. To its right, the text 'Account Detail' is displayed in a large blue font, with a subtitle below it: 'File a claim, review your balance, and access your account statements.' The main content area has a white background with the heading 'Please enter your information' in bold. Below this heading is a text input field labeled 'Please enter your Employee ID'. Underneath the input field are two buttons: a blue 'Cancel' button and a green 'Continue' button. At the bottom of the page, a blue footer bar contains the text '(c) 2024 Application Software, Inc. All Rights Reserved.'

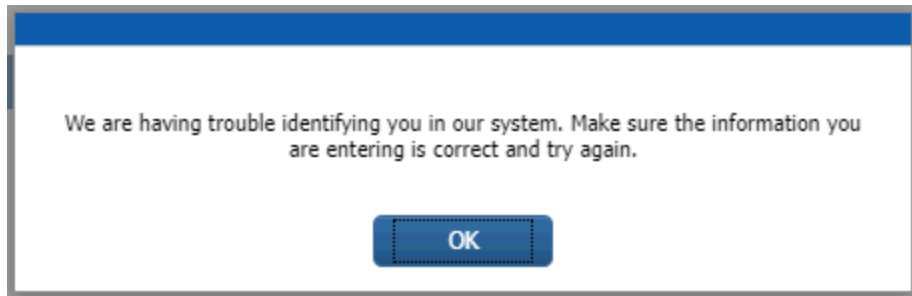
At this point we will ask for information about your account for further identification.

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



This screenshot shows the same ASI FLEX 'Account Detail' page, but with additional questions. The 'Please enter your information' heading remains. Below it, the question 'Are you enrolled in a plan that ASIFlex administers which requires a payroll contribution?' is displayed. To the right of this question is a list of three radio button options: 'Yes, I am enrolled and have had payroll contributions', 'Yes, I am enrolled but have not had a payroll contribution', and 'No'. The 'No' option is selected. Below the radio buttons is a text input field labeled 'Annual amount of at least one category you have available in our system:' with the value '\$0.00' entered. At the bottom of the form area are two buttons: a green 'Continue' button and a red 'Cancel' button. The blue footer bar at the bottom contains the text '(c) 2024 Application Software, Inc. All Rights Reserved.'

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.

A white rectangular screen with a blue header bar that says "ASIFlex PIN". The text inside reads: "We are still having issues identifying you in our system. If you have your personal identification number (PIN), you may enter it here. If you do not know your PIN, please call ASIFlex at 800.659.3035 to get your PIN." Below this is the prompt "Please enter your PIN." followed by a text input field. At the bottom are two buttons: "Cancel" (blue) and "Continue" (green).

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.

A web page titled "Account Detail" with the ASIFlex logo on the left and a user icon on the right. The header text says "File a claim, review your balance, and access your account statements." Below the header is a blue bar with the text "Need help? Email us at ask@asiflex.com or call us 800-659-3035". The main content area has a message: "You will need to create some credentials (Username, Password, etc...) to log into the system. Please make sure you have time to complete these steps. Five minutes should be enough time. If you are interrupted and it is longer than 15 minutes, your information will be lost and you will be required to start over." Below this is the prompt "Please enter a Username you want to use for your account." followed by a text input field labeled "Username". A green "Continue" button is below the field. A note states: "User Name must be at least 7 characters in length. You can use your email address if you like. But remember, the username is case sensitive". The footer is a blue bar with the text "(c) 2024 Application Software, Inc. All Rights Reserved."

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.



Account Detail

File a claim, review your balance, and
access your account statements.

Need help? Email us at asi@asiflex.com or call us 800-659-3035

Please enter a password for your account

Password

Confirm Password

Continue

Password must be 7-15 characters in length
and is case sensitive.

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



Account Detail

File a claim, review your balance, and access your account statements.

Need help? Email us at asi@asiflex.com or call us 800-659-3035

Please enter your email address

Your email address will be used in the event you forget your login information.

This is the email address we have on file for you. Please verify that it is correct or change if necessary.

Email Address:

[Continue](#)

You will receive correspondence regarding account balances/reimbursements in an electronic manner to the provided email. If you would like to opt out, you will need to go to Manage Your Account from the main menu once logged in and click the Edit button next to your email.

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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.



Account Detail

File a claim, review your balance, and access your account statements.

Need help? Email us at asi@asiflex.com or call us 800-659-3035

Select your Security Image from the images below (You use this each time to log in, so **please remember what you choose.**)

 bug	 puzzle	 lock	 search
 cup	 help	 music	 sun
 monitor	 heart	 globe	 clock

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Visually confirm your security image selection and press Continue.



Account Detail

File a claim, review your balance, and access your account statements.

Need help? Email us at asi@asiflex.com or call us 800-659-3035

Select your Security Image from the images below (You use this each time to log in, so **please remember what you choose.**)



cup



globe



puzzle



heart



help



monitor



music



search



sun



bug



lock



clock

Selected Security Image



music

Continue

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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.



Account Detail

File a claim, review your balance, and access your account statements.

Need help? Email us at asi@asiflex.com or call us 800-659-3035

For security purposes, please set up these questions and answers. You may either choose from the questions in the lists or type in your own.

Please try to make these meaningful so you will remember them. If you forget your log in information (username, password or security image), these will be used to help you reset your account online.

Security Question 1

Answer

Security Question 2

Answer

Security Question 3

Answer

Submit

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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).



Account Detail

File a claim, review your balance, and access your account statements.

Need help? Email us at asi@asiflex.com or call us 800-659-3035

Main Menu

Welcome Anthony
Account Summary

**\$5 OFF**
USE CODE: **SHOP230**
[Click to save](#)

Account Type
Health Care FSA
Last day to file claims: 03/31/2025

Account Balance
\$2,000.00

Coverage Period
01/01/2024 to 03/15/2025

[Log Out](#)

VIEW AVAILABLE ACCOUNTS

 Health Care FSA

 Dependent Care FSA

PARTICIPANT SERVICES

 File an FSA/HRA/DCAP Claim

 Schedule a Recurring Direct Payment

 View Recurring Direct Payments

SHOPPING



FSA shopping made easy with cardless pay, now available at FSA Store! 

 Go to FSA Store