



## New Online Claims Submission

ASIFlex now offers online claims submission. This process will not only help expedite the handling of your claim, it will also eliminate the need to fax or mail your claim forms and documentation. Follow the simple steps below to submit your claim online:

- Go to <https://my.asiflex.com> and enter your PIN
- Select [File a reimbursement claim online](#)
- Enter your Social Security Number
- Have your documentation scanned into a PDF
- Select the plan year
- Select 'Health Care Reimbursement Account' or 'Dependent Care Reimbursement Account'
- Fill in appropriate fields (date(s) of service, name of medical provider, etc.)
- Select 'add to claim'
- Add all items you are claiming. Once finished entering the information, select 'file claim'
- Upload your PDF documentation at this point. Upload PDF documentation in the order it was entered.
- Select 'continue'
- Sign the form (electronically)
- Submit the claim and record your 'Claim ID'

The online claims submission system will walk you through step-by-step to ensure you submit your claim properly. Follow the prompts on the screen, and make sure you receive a 'Claim ID' before your claims submission process is complete. If you do not receive a 'Claim ID', your claim has not been properly submitted.

Your PIN is included in your confirmation of enrollment packet and in your quarterly account summary statements. You may also obtain your PIN by calling ASIFlex customer service center at (800) 659-3035. Please contact ASIFlex customer service if you have specific questions or if you have trouble submitting your claim(s) online.