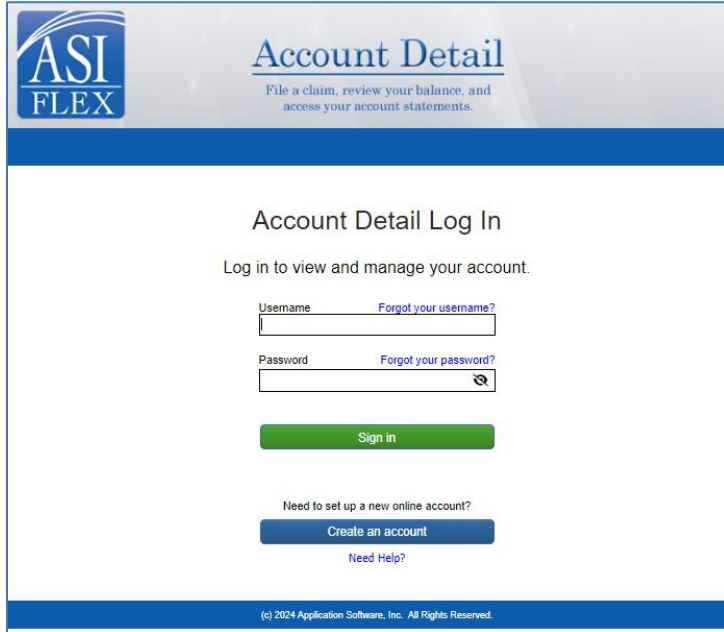


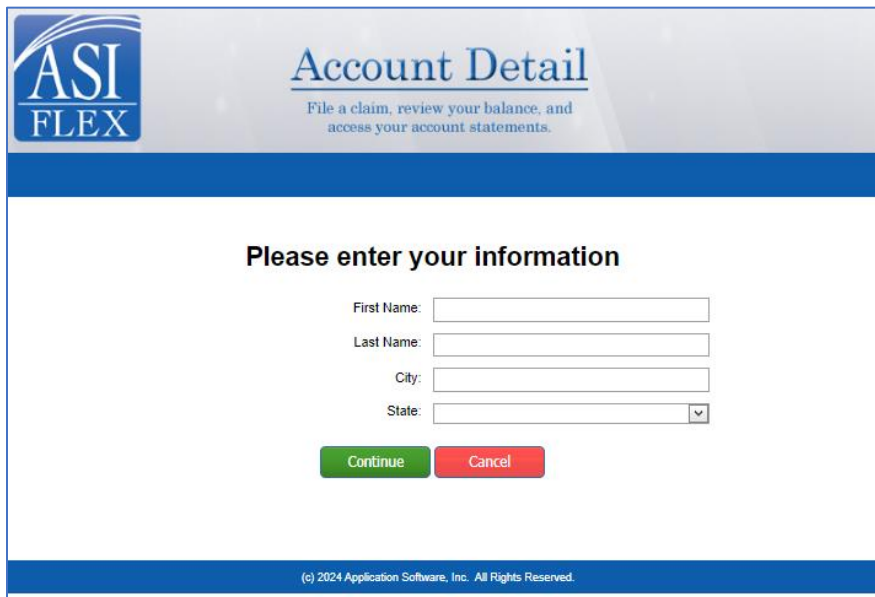
CREATING AN ONLINE ACCOUNT – ACCOUNTS WITH CARRYOVER ONLY

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.



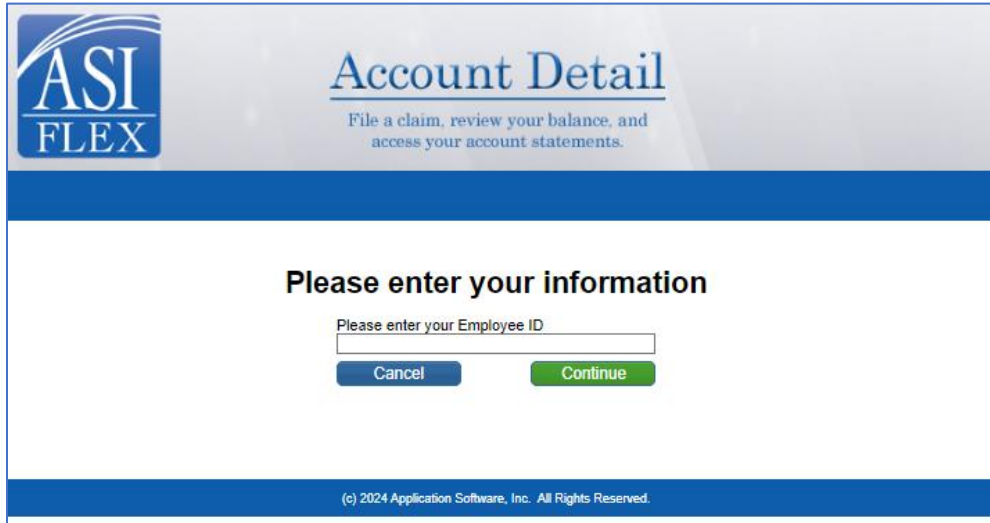
The screenshot shows the ASIFlex Account Detail Log In page. At the top left is the ASIFLEX logo. To the right, the text reads "Account Detail" with a subtext: "File a claim, review your balance, and access your account statements." The main heading is "Account Detail Log In" followed by the instruction "Log in to view and manage your account." Below this are two input fields: "Username" with a link "Forgot your username?" and "Password" with a link "Forgot your password?" and a visibility toggle icon. A green "Sign in" button is positioned below the password field. Further down, there is a link "Need to set up a new online account?" with a blue "Create an account" button below it, 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 the right, the text reads "Account Detail" with a subtext: "File a claim, review your balance, and access your account statements." The main heading is "Please enter your information" followed by four input fields: "First Name:", "Last Name:", "City:", and "State:" (with a dropdown arrow). Below the fields 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."

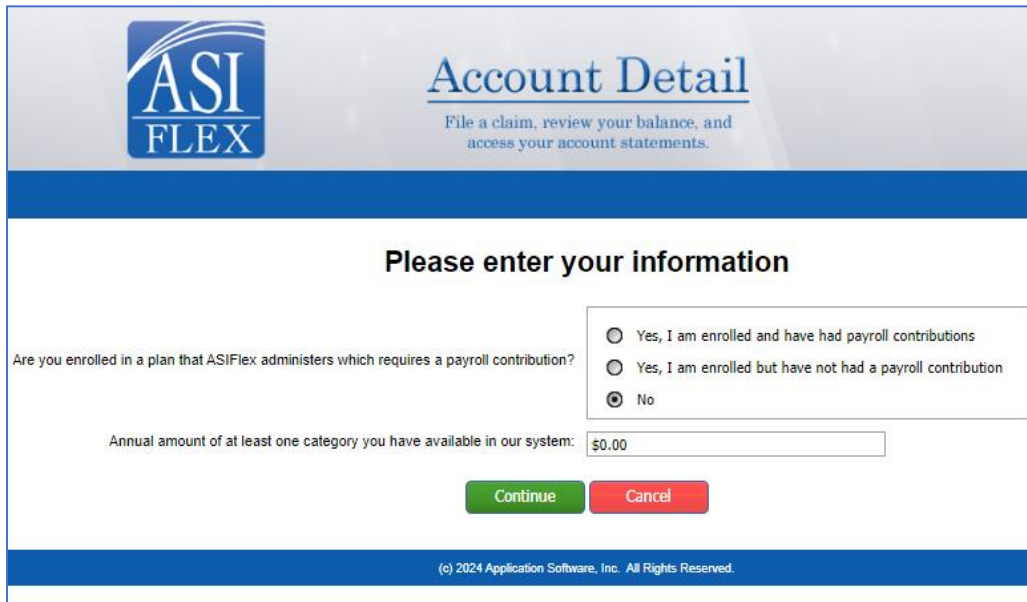
Depending on your employer you will be asked to enter your Employee ID or Social Security number. Complete the information and press Continue.



The screenshot shows the top of the ASI FLEX Account Detail page. The header includes the ASI FLEX logo and the text "Account Detail" with a sub-header "File a claim, review your balance, and access your account statements." Below this is a blue bar with the text "Please enter your information". The main content area contains a text input field labeled "Please enter your Employee ID" with a "Cancel" button to the left and a "Continue" button to the right. At the bottom of the page, there is a footer with the text "(c) 2024 Application Software, Inc. All Rights Reserved."

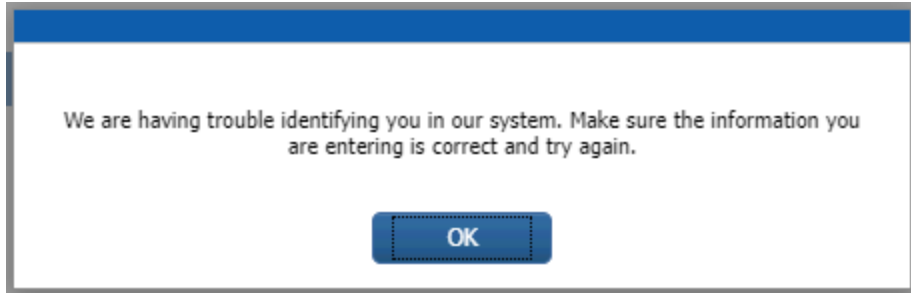
At this point we will ask for information about your account for further identification.

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

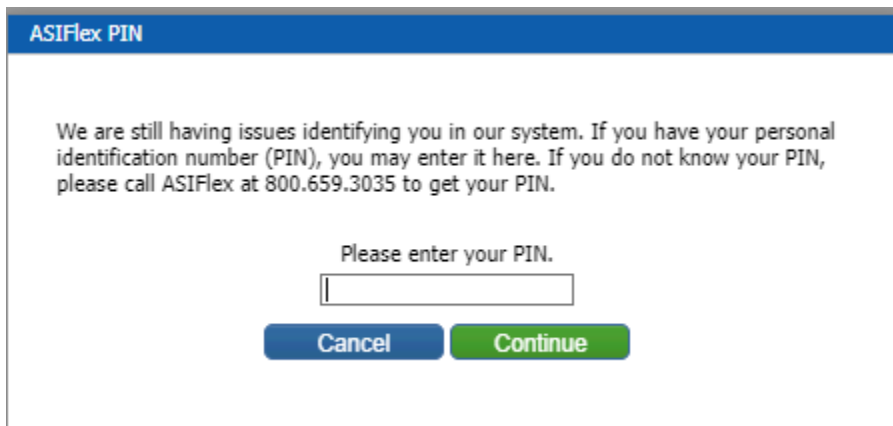


The screenshot shows the ASI FLEX Account Detail page with a form titled "Please enter your information". The form asks "Are you enrolled in a plan that ASIFlex administers which requires a payroll contribution?" and provides three radio button options: "Yes, I am enrolled and have had payroll contributions", "Yes, I am enrolled but have not had a payroll contribution", and "No" (which 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". At the bottom of the form are "Continue" and "Cancel" buttons. The footer contains the text "(c) 2024 Application Software, Inc. All Rights Reserved."

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

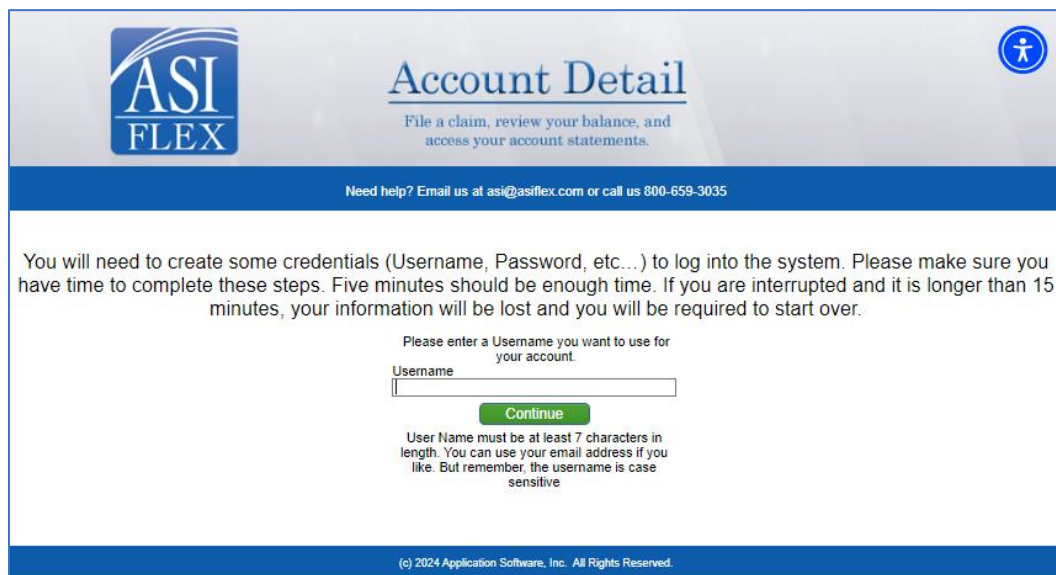


Select OK and it will take you back to the screen where it asks for your name and address. It will be populated with the information you supplied. You will have to do the same steps 2 more times. After the third time you enter an amount, it will display a different message.




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.



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

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.

The screenshot shows the 'Account Detail' page for ASI FLEX. At the top left is the ASI FLEX logo. To the right, the text reads 'Account Detail' followed by 'File a claim, review your balance, and access your account statements.' Below this is a blue bar with the text 'Need help? Email us at asi@asiflex.com or call us 800-659-3035'. The main content area has a white background with the heading 'Please enter your email address'. Below this, it states 'Your email address will be used in the event you forget your login information.' and 'This is the email address we have on file for you. Please verify that it is correct or change if necessary.' There is a text input field containing 'test@test.com' and a green 'Continue' button. At the bottom, a note says '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.' The footer contains '(c) 2024 Application Software, Inc. All Rights Reserved.'

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.

The screenshot shows the 'Account Detail' page for ASI FLEX, specifically the security image selection step. At the top left is the ASI FLEX logo. To the right, the text reads 'Account Detail' followed by 'File a claim, review your balance, and access your account statements.' Below this is a blue bar with the text 'Need help? Email us at asi@asiflex.com or call us 800-659-3035'. The main content area has a white background with the heading 'Select your Security Image from the images below (You use this each time to log in, so please remember what you choose.)'. Below this heading is a grid of 12 icons arranged in three rows and four columns. Each icon has a label underneath it: 'bug' (a ladybug), 'puzzle' (a blue puzzle piece), 'lock' (a red padlock), 'search' (a magnifying glass), 'cup' (a white coffee cup), 'help' (a red lifebuoy), 'music' (a green musical note), 'sun' (a yellow sun), 'monitor' (a computer monitor), 'heart' (a red heart), 'globe' (a blue and green globe), and 'clock' (a round analog clock). The footer contains '(c) 2024 Application Software, Inc. All Rights Reserved.'

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

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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

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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	Account Balance	Coverage Period
Health Care FSA Last day to file claims: 03/31/2025	\$2,000.00	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