

NOW AVAILABLE!

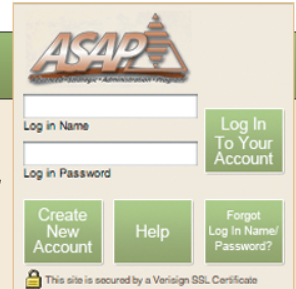
Submit Your FSA and HRA Claims Online

Diversified Benefit Services, Inc. offers Online Claims Filing for all Flexible Spending Account (FSA) and Health Reimbursement Arrangement (HRA) Participants. **IT'S CONVENIENT, EASY AND SECURE!** To submit your claims online, please follow the instructions below.

1. Log In

Your A.S.A.P.[®] Online Account is the secure gateway to your claim information. **IF YOU HAVE AN A.S.A.P.[®] LOG IN NAME AND PASSWORD PROCEED TO STEP 2.** To create an A.S.A.P.[®] Online Account:

1. Visit **www.dbsbenefits.com**
2. Select **Create New Account**
3. Enter your employer PIN (*available through website*)
4. Click **Submit**
5. Enter the New Account Information requested
 - * Email address is required
 - * Log in Name and Password (Please use any combination of letters and/or numbers (no symbols))
6. Click **Submit**



2. Complete Your Online Claim Form

1. Log in to your A.S.A.P.[®] Online Account
2. Select the **Benefit Plan Type** (FSA or HRA)
3. Click **Claims**
4. Click **Online Claim Entry**
5. Click **Enter a Claim**
6. Complete the **"Online Claim Form"**
7. Select **Attach Image or Fax/Mail***
8. Click **Add Claim Image(s)**
9. Click **Browse**
10. Locate the .pdf or .jpg claim image you have stored on your computer (file names should include letters or numbers and no spaces)
11. Click **Open**
12. Click **Save** (you will see your image uploading)
13. Click **Accept Claim**
14. Click **Add Another Claim** if you have additional claims to enter
15. Click **Submit Claim(s) to DBS** after you have entered all of your claims
16. Sign your claim form by checking the **"Certification"** box and clicking **Submit**
17. Print confirmation for your records



*To fax/mail your documentation, select the **"Fax/Mail"** option on the claim form and follow the online instructions.

DBS CUSTOMER SERVICE

Local: (262) 367-3300 / Toll Free: (800) 234-1229

Fax: (262) 367-5938



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Dedicated to Excellence in Benefit Management Solutions