



WE ARE SORRY FOR ANY INCONVENIENCE IN THE TIMING OF THIS CONVERSION!! GET STARTED WITH THE ONLINE ACCESS OF YOUR FLEX ACCOUNT INFORMATION & CLAIMS FILING:

- ~ Check your account balance and elections online
- ~ Update your address & contact information online
- ~ Check the status of previously submitted claims online
- ~ Submit new claims online

Go to our website at www.abcbenefitsolutions.com/adminsolutions/ and click on **ONLINE FLEX ACCOUNT LOGIN**. This will take to the **PARTICIPANT PORTAL LOGIN**

*****FIRST TIME LOGIN*** You must GO TO CREATE ACCOUNT found below the LOGIN tab**

ACCOUNT CREATION -

All items with an Asterisk must be entered

EMPLOYEE ID is your social security number
EMPLOYER ID or **CARD NUMBER** -
 If you have a Benefits Card you can enter that number.
 If not, your **EMPLOYER ID** is attached.
NEW USER ID- Must be 7 - 10 characters
PASSWORD - Must be 8-10 characters with one letter and one number included

Account Creation
Create a new user account.

Enter the information below to create your account. Please contact your Administrator for questions regarding access to this site or for questions about balances and statements.

Name *

Employee ID *

Employer ID * or

Card Number *

New User ID *

Password *

Security Word * (Mother's Maiden Name)

Birth City *

E-mail Address

E-mail Options Send E-mails

* = required

Claims can still be submitted via the Online System, Fax or by mail. Documentation will still be required but you now are able to attach a document and certify your claim online thus eliminating the fax/ mail process. Again, you can still fax or mail claims and documentation if you prefer.

Please call the ASI Flex Department at (877) 461-1424 with any questions.