

NOW AVAILABLE!

Submit Your FSA Claims Online

Diversified Benefit Services, Inc. offers Online Claims Filing for all Flexible Spending Account (FSA) 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. Click **Claims**
3. Click **Online Claim Entry**
4. Click **Enter a Claim**
5. Complete the **"Online Claim Form"**
6. Select **Attach Image** or **Fax/Mail***
7. Click **Add Claim Image(s)**
8. Click **Browse**
9. Locate the .pdf or .jpg claim image you have stored on your computer (file names should include letters or numbers and no spaces)
10. Click **Open**
11. Click **Save** (you will see your image uploading)
12. Click **Accept Claim**
13. Click **Add Another Claim** if you have additional claims to enter
14. Click **Submit Claim(s) to DBS** after you have entered all of your claims
15. Sign your claim form by checking the **"Certification"** box and clicking **Submit**
16. 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



DI[▽]ERSIFIED BENEFIT SER[▽]VICES, INC.
Dedicated to Excellence in Benefit Management Solutions