



**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/](http://www.abcbenefitsolutions.com/adminsolutions/) and click on **ONLINE FLEX ACCOUNT LOGIN**. This will take to the **PARTICIPANT PORTAL LOGIN**

**\*\*\*FIRST TIME LOG IN\*\*\* 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 \***

First Last

**Employee ID \***

**Employer ID \***

or

**Card Number \***

**New User ID \***

**Password \***

Password Confirm 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.