

## Flexible Spending Account Open Enrollment Instructions

1. Go to <https://enroll.asiflex.com> and enter your employer-provided code word (NM) in the box, and press **Begin**.
2. Enter your social security number and click **Go**.
3. On the Online Enrollment and Elections page select **Flexible Spending Account (FSA) Elections for Plan Year 2012** and click the **Continue** button.
4. Select one of the options for providing your email address, and click the **Continue** button. (If you have selected to provide us with an email address, you'll need to enter that before clicking the **Continue** button.) Please note that by providing us with your email address, you will receive an email confirmation of enrollment statement for your records.
5. Check the box next to the Health Care Account and/or Dependent Care Account, if you wish to enroll. If you wish to enroll in both, please check both. Complete either the per pay period or the annual amount boxes. An entry in these boxes appears exactly as it is. For example, 100 is one-hundred dollars where as 1.00 is one dollar. You must then have the system compute the rest for you by clicking the "calculate annual" or "calculate per pay period" button below the box you completed. You will not be able to continue until your annual amount divided by 26 pay periods equals your per pay period deduction amount. If your annual election is not equally divisible by 26, slight rounding will occur in your pay deduction. Your annual election shown on your confirmation statement is your binding election. Click the **Continue** button.
6. Select your method of reimbursement. For the fastest and most secure reimbursement, select Direct Deposit. Be ready to provide your financial institution's *ACH routing number* and your *account number*. (You can find this information on the bottom of one of your checks, or you can ask your financial institution to provide them to you.)  

Do not use the numbers from a deposit slip as they do not always contain the same information necessary to set up your Direct Deposit.) If you enter your financial institution's routing number correctly, when you hit the Tab key, the name of your financial institution should be displayed just to the right of where you entered the number. Finish by entering your account number, and tell us the *type* of account you are using (checking or savings). When you have entered this information (or selected to receive your reimbursement by check), press the **Continue** button.
7. If you signed up for the Health Care FSA, you can select whether or not you would like to receive a debit (Benny) card associated with your account, or if you are a current cardholder, you can choose to have the same card funded for 2012, and click the **Continue** button.  

If you selected to receive a debit (Benny) card, complete the online Debit Card Application on the next screen, providing us the additional information required by the Patriot Act. Type your name on the line at the bottom of the screen to electronically sign your application, and click the **Continue** button.
8. Review the summary of your elections on the page labeled "Review Before Sending." If everything looks correct, click the **Confirm** button in the lower right-hand corner. If you wish to change anything, you'll need to complete a new enrollment. Click the "Start Over" link to begin again.
9. Print out the confirmation page, which looks just like the "Review Before Sending" screen, except that it also provides you with a **Confirmation Number**. Click the **EXIT** button after printing your confirmation.
10. You will be returned to the same screen you saw in Step 3. Select **Sign Out** and click the **Continue** button.