

Debit Card Insert

Here is your ASIFlex Prepaid Visa® Card for use with your benefit plan!



STEP 1: Activate and sign your Card(s).

- To activate your Card, follow the instructions on the Card sticker.
- If you do not activate the Card within one month of receipt, the Card will be cancelled.
- Sign the back of your Card and, if applicable, have the other eligible user sign the other Card.
- Once activated, you can use the Card to pay for qualified expenses.
- Funds are available as described in the Plan.
- Cards are valid for five (5) years. Do not destroy your Cards if you use all funds for the year. Also, keep your Cards even if not enrolled in the next plan year as the Cards will be reloaded with future plan year election amounts. There is a fee for replacement cards.

STEP 2: Use your Card for current plan year qualified expenses only, for you and your dependents.

For prescriptions and eligible over-the-counter (OTC) expenses:

- Visit www.asiflex.com/GIC for the merchant list of pharmacies, discount stores, supermarkets, etc., where you can use your Card. If a store is not on the merchant list, your Card may decline due to IRS regulations.
- Swipe your Card for the amount you owe for prescriptions covered by your health care plan and eligible over-the-counter (OTC) health care items.
- Enter your Card number on mail order prescription invoices and online pharmacies.

For medical, dental and vision expenses:

- Swipe your Card for health plan copayments, coinsurance, dental expenses and vision expenses.
- Enter your Card number on "Amount Due" medical and dental statements.

STEP 3: Save all itemized receipts and insurance EOBs.

Use of the Card is not paperless.

- Why? The IRS requires this. It is your responsibility.
- In many cases, you will be contacted by ASIFlex to submit itemized receipts or insurance payer explanation of benefits (EOB) statements to verify that expenses comply with IRS rules. Itemized statements must include the provider name/address, patient name, date the service was provided, a description of the service/supply and dollar amount charged.
- IRS regulations require this documentation. This will include, and is not limited to, hospital, dental and vision services.
- If you do not provide documentation as requested, IRS regulations require that the Card be inactivated. Manual claims submitted will be used to offset any unsubstantiated card transactions.

REMEMBER
SAVE ALL
Itemized Receipts!

STEP 4: Check your account balance often.

- Check your balance online at www.asiflex.com/GIC or through the ASIFlex Mobile App.
- Make sure you have sufficient funds in your account to cover your expenses.

Congratulations on choosing the ASIFlex Prepaid Visa® Card. It's the easy way to pay for qualified expenses without having to pay cash up front.

Important Things to Remember about your Card:

- Just follow the Card rules and visit www.asiflex.com/GIC for more information.
- Be sure to keep all documentation to substantiate your Card transactions.
- Be sure to respond timely to documentation requests to avoid having your Card inactivated.
- Provide documentation only upon request. Sending documentation that has not been requested may result in overpayments.
- Know your balance! Check your account online or through the ASIFlex Mobile App.