

Recurring Direct Pay Program



What is the ASIFlex Recurring Direct Pay Program?

ASIFlex now offers a convenient Recurring Direct Pay option for payments to dependent care providers. With Recurring Direct Pay, you no longer need to submit a claim for every payment. This is a free service for you with a one-time initial set up between you, your provider, and ASIFlex. After set up, ASIFlex will pay the provider directly from your ASIFlex account on the schedule you and your provider choose!

Types of Payments

You can initiate a payment schedule for expenses that you pay on a regular and recurring basis. For example, if you regularly pay a day care provider to care for your children, you can set up recurring payments.

It's Convenient and Flexible

- Payments are made on a schedule you and your provider choose.
- No need to file claims after initial setup.
- ASIFlex will handle your dependent care payments by paying your provider directly.
- Notification of payment is sent to both you and your provider when payment is made.
- You can stop or change payments at any time.

Interested? Set Up Is Easy!

1. Login to the Employee Portal at asiflex.com.
2. Under Participant Services, click on *Schedule a Recurring Direct Payment*.
3. Select your plan year.
4. Select *Dependent Care* as the provider type.
5. Select the participating provider that you wish to authorize for direct payment from your ASIFlex account.¹

If you selected your provider:

6. Schedule your recurring direct payment and *Submit*.
7. ASIFlex will reach out to the provider for approval on the schedule selected.

¹**NOTE:** If your provider is not listed, simply check the box indicating that your provider is not listed and supply your provider's contact information. You should then notify your day care provider of this new program so they are aware. ASIFlex will reach out to the provider to complete the set-up process.

Manage your account

Register your account at ASIFlex.com to see your account statement and balance, submit claims, sign up for email, text alerts and direct deposit.

Get the ASIFlex app!

- Submit claims.
- Submit documentation.
- Access your balance and account statement.

Search *ASIFlex Self Service* and download the app today.



ASIFlex Customer Service

ASIFlex.com
asi@asiflex.com
P: 800.659.3035
F: 877.879.9038
P.O. Box 6044
Columbia, MO 65205-6044

