

## INSTRUCTIONAL GUIDE FOR CERTIFYING GROUP MEDICAL COVERAGE FOR DEPENDENTS

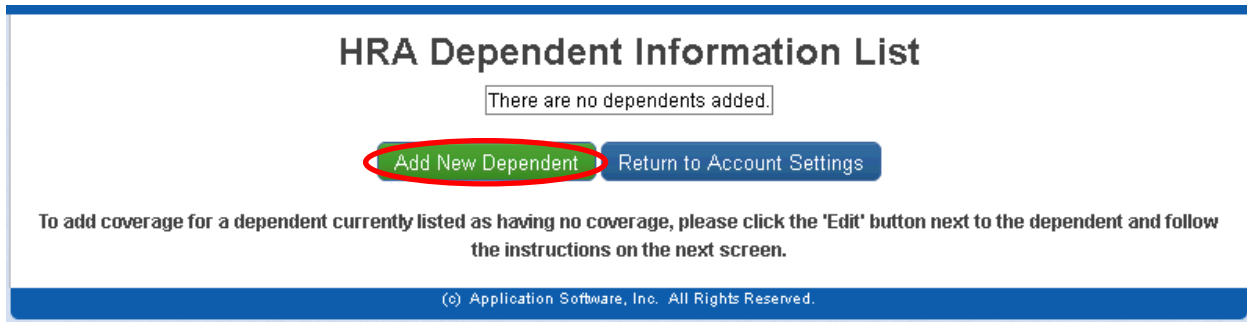
HRA dependents must be certified every year. ASIFlex requires this information annually in order to approve HRA claims for dependents during the plan year. An HRA can reimburse expenses for your spouse and/or dependent child(ren) *only if* those family members are also enrolled in a group medical plan, such as an employer-sponsored medical plan (excludes Tricare, Medicare, State Exchange, and any individual plan). This information is also required for 1095 reporting to the IRS.

**If you have any questions regarding this process, please contact ASIFlex at 1-800-659-3035.**

1. Go to [www.asiflex.com](http://www.asiflex.com)
2. Click on "Online Access/Account Detail" and sign in to your account.
3. Under "Account Settings", select "Manage Your Account", click "Edit" next to HRA Dependent Information.

**If you have already added a dependent**, please skip to Step #10 on page 4.

4. **If you have not previously added a dependent**, you will see the following screen. Please select the "Add New Dependent" button to begin.



**HRA Dependent Information List**

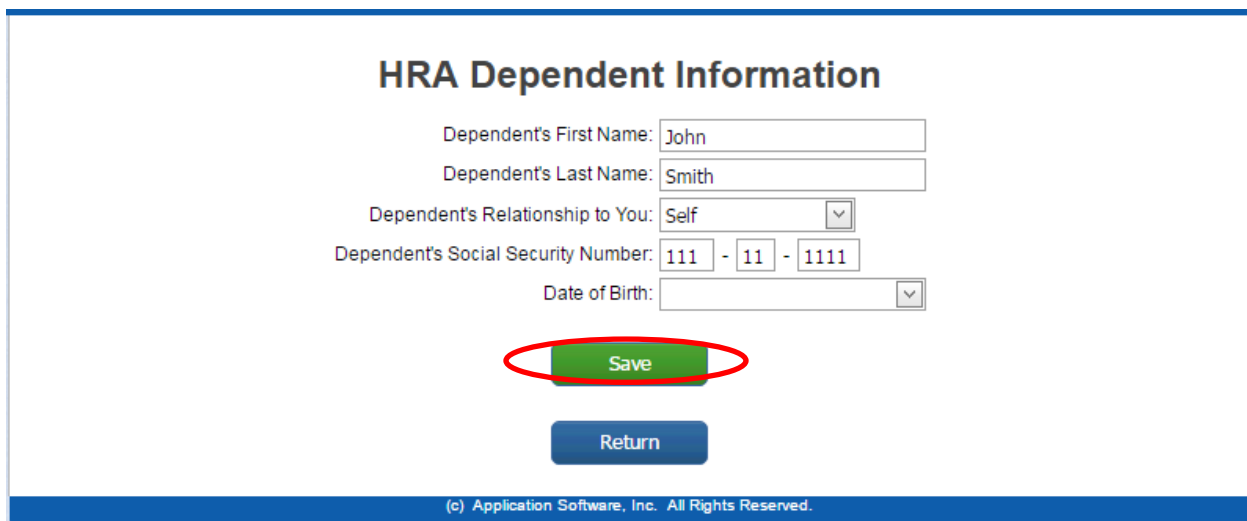
There are no dependents added.

**Add New Dependent** Return to Account Settings

To add coverage for a dependent currently listed as having no coverage, please click the 'Edit' button next to the dependent and follow the instructions on the next screen.

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5. On the next screen, enter the first name, last name, relationship, SSN or ITIN and date of birth. Once you enter your dependent's information, please select the "Save" button.



**HRA Dependent Information**

Dependent's First Name: John

Dependent's Last Name: Smith

Dependent's Relationship to You: Self

Dependent's Social Security Number: 111 - 11 - 1111

Date of Birth:

**Save**

Return

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6. Once this information is saved, you will see the following screen where you will need to enter your dependent’s medical coverage information. Select the “Edit” button for the plan year to enter the coverage information.

**HRA Dependent Information**

Dependent's First Name:

Dependent's Last Name:

Dependent's Relationship to You:

Dependent's Social Security Number:  -  -

Date of Birth:

Plan Coverage	Plan Type
<input type="checkbox"/> January 1, 2021 to December 31, 2021	HRA <input type="button" value="Edit"/>

To add coverage to an existing plan, please click the "Edit" button next to the plan and follow the instructions on the next screen.

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7. Here you will enter the plan coverage information for the current plan year:
- Enter the effective date of coverage in the “Start Date” field. The effective dates are for the 2021 plan year. If your dependent is covered as of 01/01/21, please enter 01/01/21 in the “Start Date” field.
  - Enter 12/31/21 (or the last date of 2021 medical coverage) in the “End Date” field.
  - ASI Flex is required to maintain record of the employer providing your dependent’s medical coverage.
    - If your dependent is covered under a County of San Diego medical plan, enter “CoSD”.
    - If your dependent is covered under a different employer’s medical plan, enter the name of the employer.
      - For example, if your dependent is covered under your spouse’s employer plan, you will enter your spouse’s employer name.
  - After entering the coverage information, select the “Save” button.
  - Once the information is saved, select the “Return” button to view the dependent’s coverage.



**HRA Dependent Group Health Coverage**

A [redacted], S [redacted]

January 1, 2021 thru December 31, 2021

Health Reimbursement Account (HRA)

Start Date:

End Date:

Employer Name Providing Group Health Coverage:

Note: if your dependent is covered under a different employer's medical plan, enter the name of the employer.

8. If you are finished with this dependent, select the "Return" button.

## HRA Dependent Group Health Coverage List

January 1, 2021 to December 31, 2021

### HRA

Start Date	End Date	Employer Name of Other Coverage	
01/01/2021	12/31/2021	Employer Name	<input type="button" value="Edit"/>

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9. Select the "Return" button to go back to the HRA Dependent Information List to see the list of your dependents or to add another dependent. Continue with these steps until you have added all of your dependents and coverage for each dependent.

## HRA Dependent Information

Dependent's First Name:

Dependent's Last Name:

Dependent's Relationship to You:

Dependent's Social Security Number:  -  -

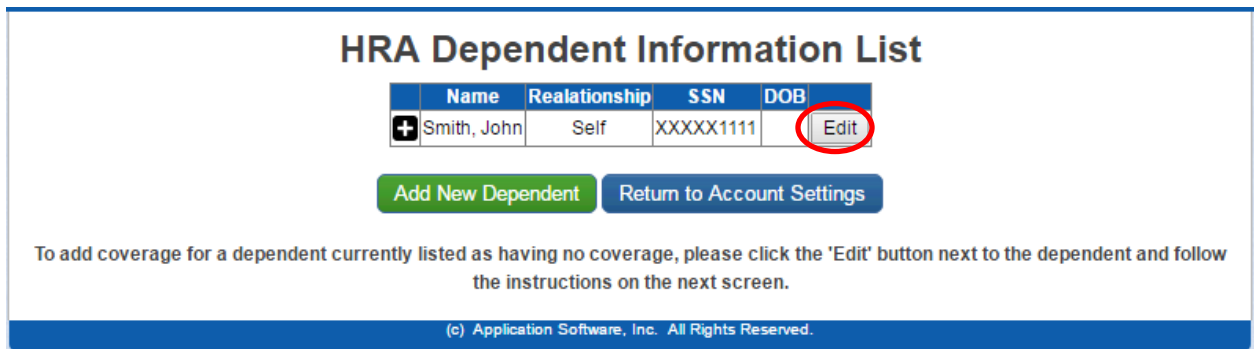
Date of Birth:

Plan Coverage	Plan Type	
<input type="button" value="+"/> January 1, 2021 to December 31, 2021	HRA	<input type="button" value="Edit"/>

To add coverage to an existing plan, please click the "Edit" button next to the plan and follow the instructions on the next screen.

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10. If you have previously added a dependent, you will see the following screen. You can click the “edit” button next to the dependent to view and edit his/her coverage.



The screenshot shows the 'HRA Dependent Information List' interface. At the top, there is a table with columns: Name, Relationship, SSN, and DOB. The first row contains 'Smith, John', 'Self', 'XXXXX1111', and an 'Edit' button circled in red. Below the table are two buttons: 'Add New Dependent' (green) and 'Return to Account Settings' (blue). A text instruction below the buttons reads: 'To add coverage for a dependent currently listed as having no coverage, please click the 'Edit' button next to the dependent and follow the instructions on the next screen.' At the bottom, there is a footer: '(c) Application Software, Inc. All Rights Reserved.'

11. From this screen, you can add new coverage or edit the existing coverage.



The screenshot shows the 'HRA Dependent Group Health Coverage List' interface for 'Smith, John'. Below the name, it says 'HRA'. There is a table with columns: Start Date, End Date, and Employer Name of Other Coverage. The first row contains '01/01/21', '12/31/21', and 'Employer Name', with an 'Edit' button circled in red. Below the table are two buttons: 'Add New Coverage' (green, circled in red) and 'Return' (blue). At the bottom, there is a footer: '(c) Application Software, Inc. All Rights Reserved.'

12. Here you will enter the plan coverage information for the current plan year:

- a. Enter the effective date of coverage in the “Start Date” field. The effective dates are for the 2021 plan year. If your dependent is covered as of 01/01/21, please enter 01/01/21 in the “Start Date” field.
- b. Enter 12/31/21 (or the last date of 2021 medical coverage) in the “End Date” field.
- c. ASI Flex is required to maintain record of the employer providing your dependent’s medical coverage.
  - i. If your dependent is covered under a County of San Diego medical plan, enter “CoSD”.
  - ii. If your dependent is covered under a different employer’s medical plan, enter the name of the employer.
    1. For example, if your dependent is covered under your spouse’s employer plan, you will enter your spouse’s employer name.
- d. After entering the coverage information, select the “Save” button.
- e. Once the information is saved, select the “Return” button to view the dependent’s coverage.

# HRA Dependent Group Health Coverage

January 1, 2021 to December 31, 2021

## HRA

Start Date:

End Date:

Employer Name Providing Group Health Coverage:

Save

Return

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13. If you are finished with this dependent, select the "Return" button.

# HRA Dependent Group Health Coverage List

January 1, 2021 to December 31, 2021

## HRA

Start Date	End Date	Employer Name of Other Coverage	
01/01/2021	12/31/2021	Employer Name	Edit

Add New Coverage

Return

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14. Select the "Return" button to go back to the HRA Dependent Information List to see the list of your dependents or to add another dependent. Continue with these steps until you have added all of your dependents and coverage for each dependent.

# HRA Dependent Information

Dependent's First Name:

Dependent's Last Name:

Dependent's Relationship to You:

Dependent's Social Security Number:  -  -

Date of Birth:

Save

Plan Coverage	Plan Type
<input type="checkbox"/> January 1, 2021 to December 31, 2021	HRA Edit

Return

To add coverage to an existing plan, please click the "Edit" button next to the plan and follow the instructions on the next screen.

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