

Recurring Direct Pay Program



What is the Recurring Direct Pay Program?

ASIFlex now offers a convenient Recurring Direct Pay Program for payments to dependent care providers. With Recurring Direct Pay, you no longer need to submit a claim for every payment. **This service is available at no cost**, and only requires a one-time initial setup between you, your provider and ASIFlex. After setup, ASIFlex will pay your dependent care provider directly from your ASIFlex Dependent Care Spending Account (DCSA) on the schedule you and your dependent care provider choose.

Your funds are available as you contribute throughout the year so ASIFlex will not pay your dependent care provider until contributions are available in your account.

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 your dependent care provider to care for your children, you can set up recurring payments.

It's convenient and flexible.

- The program is available at no cost.
- Payments are made on a schedule you and your dependent care provider choose.
- You do not need to file claims after the initial setup.
- ASIFlex will send payment to your dependent care provider directly.
- ASIFlex will notify both you and your provider when payment is made.
- You can stop or change your payment schedule at any time, and you will pay any remaining balance due to your dependent care provider from your personal bank account.

Interested? Setup is easy!

1. Log in to your Participant Portal at asiflex.com/SCMoneyPlus.
2. Under Participant Services, select 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 Dependent Care Spending Account.
If your dependent care provider is not listed, select the Recruit Provider button to send ASIFlex your provider's contact information. ASIFlex will contact your provider to complete the setup process. Be sure to notify your provider about this new program and let them know that ASIFlex will contact them.
6. If you selected your provider from the list, schedule your recurring direct payment and select Submit.
7. ASIFlex will reach out to the provider for approval of the schedule you selected.

Manage your DCSA account online

Log in to your Participant Portal to review your account and online; submit and view claims information; sign up for email and text alerts; and set up direct deposit and recurring direct pay.

Download the app

Search *ASIFlex Self Service* in your app store.

- Submit and view status of claims.
- Submit documentation.
- View account details.
- Read secure account messages.

ASIFlex Customer Service

ASIFlex.com/SCMoneyPlus
asi@asiflex.com
P: 833.SCM.PLUS
(833.726.7587)
F: 877.879.9038
P.O. Box 6044
Columbia, MO 65205-6044

