2014 Plan Year enrollments for FSAs will be on-line at https://enroll.asiflex.com

For security purposes, you cannot view your previous enrollment on-line. If you need to change your enrollment after you have already submitted it, you can simply sign on again. The last on-line enrollment, submitted by December 6, 2013, is the one saved for your 2014 participation. If you do not have internet access or simply want to enroll with paper, complete a paper enrollment form available from Human Resources. The form must be turned into Human Resources no later than December 6th

ASI will mail confirmation kits, including claim forms, to all participants around the beginning of January.

◆ FSA ENROLLMENT INSTRUCTIONS

1. To begin the enrollment process, sign on to https://enroll.asiflex.com
2. Enter employer code: LAWRENCE
3. Enter your social security number then click “Begin”.
4. Enter your e-mail address then click “Continue”.
5. To enroll in the Health Care FSA or Dependent Care FSA, you must check the box next to the category or categories in which you wish to enroll, then complete the per-pay-period and the annual amount boxes. An entry in these boxes appears exactly as it is. For example, 100 is one-hundred dollars, whereas 1.00 is one dollar. Click “Continue”.
6. For reimbursement by direct deposit, enter the account information; otherwise, select “check”, then click “Continue”.
7. For e-mail notices of direct deposit, enter your e-mail address, and then click “Submit” to get to the summary screen.
8. Click “Send this Enrollment” to enroll or click “Make Changes to Form” to edit your enrollment.
9. You are finished if the final screen shows your confirmation number. Print or save this screen for your records.

If you need to make a change after exiting this web site and before open enrollment closes, you simply enroll again using this procedure. The last on-line enrollment submitted is the one saved for your 2014 Plan Year participation.