



DI~~V~~ERSIFIED BENEFIT SER~~V~~ICES, INC.

Dedicated to Excellence in Benefit Management Solutions

Online Claims Filing Instructions

Diversified Benefit Services, Inc. offers Online Claims Filing for all Flexible Spending Account (FSA) and Health Reimbursement Arrangement (HRA) Participants. *It's convenient, easy and secure!* To submit your claims online, please follow the instructions below.

1. Log in

Your A.S.A.P.® Online Account is your secure gateway to all of your claim information. If you have an A.S.A.P.® Log in Name and Password proceed to Step 2. To create an A.S.A.P.® Online Account:

1. Visit www.dbsbenefits.com
2. Select **Create New Account**
3. Enter your employer PIN: **LSUFSA**
4. Click **Submit**
5. Enter the New Account Information requested
 - * Email address is required
 - * Log in Name and Password (Please use any combination of letters and/or numbers (no symbols))
6. Click **Submit**

2. Complete Your Online Claim Form

1. Log in to your A.S.A.P.® Online Account
2. Select the **Benefit Plan Type** (FSA or HRA)
3. Click **Claims**
4. Click **Online Claim Entry**
5. Click **Enter a Claim**
6. Complete the **"Online Claim Form"**
7. Select **Attach Image** or **Fax/Mail***
8. Click **Add Claim Image(s)**
9. Click **Browse**
10. Locate the .pdf or .jpg claim image you have stored on your computer (file names should include letters or numbers and no spaces)
11. Click **Open**
12. Click **Save** (you will see your image uploading)
13. Click **Accept Claim**
14. Click **Add Another Claim** if you have additional claims to enter
15. Click **Submit Claim(s) to DBS** after you have entered all of your claims
16. Sign your claim form by checking the **"Certification"** box and clicking **Submit**
17. Print confirmation for your records

*To fax/mail your documentation, select the **"Fax/Mail"** option on the claim form and follow the online instructions.

DBS Customer Service

Local: (262) 367-3300 / Toll Free (800) 234-1229

Fax: (262) 367-5938