

**Albuquerque Public Schools
Flexible Spending Accounts 2015
How to Enroll**

Go to <https://enroll.asiflex.com>. From here, simply follow the prompts:

1. Enter your employer code: APS
2. Enter your APS Employee ID Number; and click "**Continue**".
3. Enter the first three letters of your last name and then the initial of your first name. Click "Continue".
4. On the Online Enrollment and Elections page select **Flexible Spending Account Elections** and click the **Continue** button.
5. Email Address - Enter and confirm your email address; and Continue.
6. Flexible Spending Account Elections - Check the FSA(s) you wish to participate in and fill in the pay period contribution amount and calculate the annual amount; and Continue.
7. Reimbursement - To have your reimbursements deposited to a bank account, complete the bank routing number, account number and type of account; and Continue.
8. Debit Card - Choose Yes or No to indicate if you wish to receive a debit card; and Continue. Please note that if you currently have a debit card, you must choose Yes in order for it to be funded in the new plan year.
9. Debit Card Application for Health Care FSA - Complete the application; and Continue.
10. Notifications - Select the method to receive notifications.
11. Final Review - Review and confirm your elections. Click "Confirm" to complete your enrollment, or click "Go Back" to change your enrollment.
12. Your Elections Have Been Recorded - The final screen will display your confirmation number and election. Print or save this screen for your records.

Note: If you need to make a change after exiting this web site and before open enrollment closes, simply login and enroll again using this procedure. The last on-line enrollment submitted is the one saved for your 2015 participation.