



**Albuquerque Public Schools
Pre-Tax Flexible Spending Accounts 2020
How to Enroll or Re-Enroll Online**

October 9, 2019 – October 23, 2019

(If you enroll online, you have an extra week to make your 2020 FSA election)

If you are a current participant, you may re-enroll under Account Detail:

- a. Go to asiflex.com and click on the "Account Detail" tab.
- b. Once you are on the Main Menu, simply click on the green "Open Enrollment" button under the "Participant Services" section of the webpage.
- c. See Making Elections (Below)

If you are not a current participant:

- a. Go to <https://enroll.asiflex.com>
- b. Enter your employer code: APS and click "**Continue**".
- c. Enter your employee ID and click "**Continue**".
- d. Enter the first three letters of your last name and then the initial of your first name. You may be prompted to enter your full first name, last name or ID for verification purposes. Click "**Continue**".

Making Elections

1. Health Care Flexible Spending Account - If you wish to participate in this account, check the box. You may then enter either the amount of your per pay period or annual election and hit "**Calculate**". Once you are satisfied with your election, click "**Continue**" to go to the next page. If you do not wish to participate in the HCFSAs, simply click "**Decline**" and "**Continue**" to go to the next page.
2. Dependent Care Flexible Spending Account - If you wish to participate in this account, check the box. You may then enter the amount of your per pay period or annual election and hit "**Calculate**". Once you are satisfied with your election, click "**Continue**" to go to the next page. If you do not wish to participate in the DCFSAs, simply click "**Decline**" and "**Continue**" to go to the next page.
3. Reimbursement - To have your reimbursements deposited to a bank account, complete the bank routing number, account number and type of account. You may also sign up for text alerts by providing your mobile phone number and wireless carrier information. To sign up for email alerts, enter and confirm your email address. Click "**Continue**".
4. Debit Card - Choose Yes or No to indicate if you wish to receive a debit card. Click "**Continue**". If you are a current debit card holder, you must choose yes if you would like your card to be funded for the new plan year.
5. Debit Card Application for Health Care FSA - Complete the application, and click "**Continue**".
6. Final Review - Review and confirm your elections. Click "**Confirm**" to complete your enrollment, or click "**Go Back**" to change your enrollment.
7. 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 2020 participation.

**All online enrollments must be completed by 11:59 p.m. CT on October 23, 2019.
Call ASIFlex at (800) 659-3035 if you need assistance with enrollment or have plan questions.**