



**DIVERSIFIED**  
BENEFIT SERVICES, INC.

Excellence in Benefit Management Solutions

## Claims Filing Options that meet your needs.

### Why file online?

- **Fast**  
There's no quicker way to get reimbursed for your FSA or HRA claims.
- **Convenient**  
Day or night, on your favorite device, go online and get account information.
- **Safe**  
You have encrypted Internet access to the site, which is protected and Verisign secured.
- **Comprehensive**  
View account balance and activity.

### File Online—it's fast, convenient and secure

Using your laptop or PC, you can submit your claims online 24/7. DBS's exclusive A.S.A.P.<sup>®</sup> (Advanced Strategic Administration Program) is a safe and quick way to see claim information and get reimbursed from your Health Care FSA (HCFSA), Dependant Care FSA (DCFSA), Limited Purpose FSA (LPFSA), or Health Reimbursement Arrangement (HRA).

1. Login to your online account at DBSbenefits.com
2. Select the Benefit Plan Type (FSA, HRA)
3. Select "Claims > Online Claim Entry"
4. Complete the required information
5. Attach an image with supporting documentation (.pdf or .jpg)
6. Submit

### File on the go—use our Mobile Phone App

Filing using your smartphone or tablet is simple.

1. Login using your A.S.A.P.<sup>®</sup> name and password, click "File a Claim"
2. Take a picture or use an existing photo, click "Attach Image"
3. Select the Benefit Plan Type
4. Enter dollar amount, answer questions, click "Submit"

Visit your favorite app store to download.



### File via mail or fax

More traditional filing is available, too.

1. Download a claim form at DBSbenefits.com
2. Select the "Participant Resources Tab > Forms"
3. Complete the form and attach copies of your documentation
4. Mail to Diversified Benefit Services, P.O. Box 260, Hartland, WI 53029
5. Or fax to 262-367-5938

**DBSbenefits.com**

Diversified Benefit Services, Inc.  
P.O. Box 260  
Hartland, WI 53029  
(800) 234-1229

For assistance, please call DBS at **(800) 234-1229**  
or visit **DBSbenefits.com**



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## Claims Filing App

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### Why use the Claims Filing App?

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- **Convenient**  
Day or night, you have access from your mobile phone.
- **Safe**  
You have encrypted access, which is protected and Verisign secured.
- **Comprehensive**  
Submit and document your claim in one easy location.

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Step-by-step guide—it's easy, convenient and secure.



#### STEP 1

Login using your A.S.A.P.<sup>®</sup> name and password, click "File a Claim"

#### STEP 2

Take a picture or use an existing photo, click "Attach Image"

#### STEP 3

Select the Benefit Plan Type

#### STEP 4

Enter dollar amount, answer questions, click "Submit"

Visit your favorite app store now!



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