

Online Claims Filing

Diversified Benefit Services, Inc. offers Online Claims Filing for all Participants.

IT'S CONVENIENT, EASY AND SECURE!

To submit your claims, please follow the instructions below.

1. Log In

Your A.S.A.P.® Online Account is the secure gateway to 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 : **Clinton**
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



DIVERSIFIED BENEFIT SERVICES, INC.

Dedicated to Excellence in Benefit Management Solutions