

Premier Cooperative

Flexible Spending Account and Health Reimbursement Arrangement

Employee Online Account Viewing Setup

[Provided by Diversified Benefit Services, Inc. (DBS)]

As a Plan Participant, you have access to your account information through the DBS online account viewing system known as **A.S.A.P.**® - Advanced Strategic Administration Program. This system allows you to view your claim and reimbursement information related to your Plan(s).

To begin viewing your information you will need to create your personal online account. (All information provided is securely encrypted and protected.)

CREATING YOUR ONLINE ACCOUNT

Option 1: Using the link below

<https://asap-online-login.dbsbenefits.com/Account/RegisterPin?Pin=G5BQ-KZMK>

Option 2: Go to the DBS website at DBSbenefits.com

1. Click 'User Login' located on the top right of your screen.
2. On the Login screen, click on "Register as a new participant"
3. Enter your employer PIN: **G5BQ-KZMK**

Option 3: Download the Diversified Benefit Services App

1. Click "Create New Account"
2. Enter your employer PIN: **G5BQ-KZMK**

Once You're on the "Create New Account" Screen:

1. Complete demographic information and click '**Register**'. A message will indicate your account has been successfully created.
2. Check your email and click the link within the registration confirmation email to create your password.
3. Enter a password and select '**Set Password**'. Your online account will be created, and you may now complete the online enrollment.
4. You may now log on and view your current account information.

