

# Recurring Direct Pay Program

## What is the ASIFlex Recurring Direct Pay Program?

ASIFlex now offers a convenient Recurring Direct Pay program for payments to dependent care providers. With Recurring Direct Pay, you no longer need to submit a claim for every payment. **This is a free service** with a one-time initial set up between you, your provider, and ASIFlex. After set up, ASIFlex will pay your dependent care provider directly from your ASIFlex account on the schedule you and your dependent care provider choose!

## Types of Payments.

You can initiate a payment schedule for expenses that you pay on a regular and recurring basis. For example, if you regularly pay your day care provider to care for your children, you can set up recurring payments.

## It's Convenient and Flexible.

- The program is free, and is simply an added benefit from ASIFlex.
- Payments are made on a schedule you and your dependent care provider choose.
- No need to file claims after initial setup.
- ASIFlex will handle your dependent care provider payments by paying your provider directly.
- Notification is sent to both you and your provider when payment is made.
- You can stop or change your payment schedule at any time.
- Any remaining balance due to your dependent care provider will be paid from your personal bank account.

## Interested? Set Up Is Easy!

1. Login to the Employee Portal at [asiflex.com](http://asiflex.com).
2. Under Participant Services, click on *Schedule a Recurring Direct Payment*.
3. Select your plan year.
4. Select *Dependent Care* as the provider type.
5. Select the participating provider that you wish to authorize for direct payment from your ASIFlex account.<sup>1</sup>

If you selected your provider:

6. Schedule your recurring direct payment and *Submit*.
7. ASIFlex will reach out to the provider for approval of the schedule you selected.

<sup>1</sup>**NOTE:** If, after searching the participating provider list, your dependent care provider is not listed, simply select the "Recruit Provider" button and supply your provider's contact information. You should then notify your day care provider of this new program and let them know that ASIFlex will contact them to complete the set-up process.

## Manage your account

Register your account at [ASIFlex.com](http://ASIFlex.com) to see your account statement and balance, submit claims, sign up for email, text alerts, direct deposit, and recurring direct pay.

## Get the ASIFlex app!

- Submit claims.
- Submit documentation.
- Access your balance and account statement.

Search *ASIFlex Self Service* and download the app today.



## ASIFlex Customer Service

ASIFlex.com  
asi@asiflex.com  
P: 800.659.3035  
F: 877.879.9038  
P.O. Box 6044  
Columbia, MO 65205-6044

