

Marathon County

Flexible Spending Account & Health Reimbursement Arrangement Employee Online Account Viewing Setup

As a Plan Participant, you have access to your account information through the Diversified Benefits Services, Inc. (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 view your information you will need to create your personal online account. All information provided is securely encrypted and protected.

How to Create an A.S.A.P.® Account:

1. Logon to the DBS website at <https://www.dbsbenefits.com/>
2. Select '**User Login**' located at the top right of your screen.
3. Select '**Create New Account**' and enter the employer PIN: **Marathon**
4. Enter the required account information and select '**Submit**'.
5. When finished click '**Submit**'. A message will indicate that your account has been successfully created. You will also receive an email confirmation.
6. You may now logon with your **Log In Name** and **Password** and view your current account information.

