



DI_▽ERSIFIED BENEFIT SER_▽ICES, INC.
Dedicated to Excellence in Benefit Management Solutions

Email Notifications to Employees for the FSA/HRA/HSA Benefit Plans

Diversified Benefit Services, Inc. (DBS) is pleased to announce that they will now be sending email notifications for the following FSA/HRA/HSA plan transactions:

- Claims received by DBS
- Requests for additional information needed to continue processing a claim
- Reimbursements for claims submitted - whether the reimbursement was provided to you as a check or direct deposit or if a provider was reimbursed
- Debit card transactions

Notices will be emailed on a daily basis and will replace notifications, letters and direct deposit notices currently sent via U.S. mail. This fast and convenient service will provide you with the most current information on claims and reimbursements.

After receiving email notifications you will be directed to go to the DBS website at www.dbsbenefits.com if you wish to view more detailed information regarding the transactions. The online system developed by DBS is called Advanced Strategic Administration Program (A.S.A.P). All of the information is encrypted on the website to protect your privacy. If you have not established an online account please review the attached instructions on how to setup an online account.

If you provided DBS with an email address when you enrolled, you will begin receiving these notices automatically. If you did not provide DBS with an email address and would like email notifications, you may call DBS Customer Service at (262) 367-3300 or toll free at (800) 234-1229. You can unsubscribe at any time by logging into the online system and selecting the Update Account menu item or by contacting DBS.

Please contact DBS customer service at (262) 367-3300 or toll free at (800) 234-1229 if you have questions regarding email notifications or if you would like assistance establishing an online account.

See Next Page for Employee On-Line Account Setup

Marathon County
Flexible Benefit Plan & 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

1. Go to the DBS website at www.dbsbenefits.com
2. Select the 'Create New Account' menu box located on the left of your screen.
3. On the Signup screen type in your employer PIN: **Marathon** (then click "submit")
4. Enter the New Account Information requested.
 - a. Your Email address is required.
 - b. You may choose any combination of letters and/or numbers (no symbols) when entering the Log In Name and Password.
5. When you are 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.



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