

# HOW TO GET STARTED WITH YOUR HEALTH SPENDING ACCOUNT!

## STEP 1: REGISTER FOR MY ASEBP

Registering for a My ASEBP account is easy! Once you receive your ASEBP Benefits ID card, simply visit [www.asebp.ab.ca/myasebp](http://www.asebp.ab.ca/myasebp) and follow these easy steps:



1. Click on "Register" on the right side of the screen.
2. Enter your ASEBP ID number, date of birth and section code found on your ASEBP ID card.
3. Read the terms and conditions and click "I understand".
4. Enter your email address, create a password, choose security questions and provide answers, then click "Create Profile". We encourage you to use a personal email address rather than your work email.
5. You will receive a confirmation email to the address you specified in your profile that will ask you to click on a link to complete your registration.

## STEP 2: ENTER YOUR BANKING INFORMATION

Before submitting expenses to your Health Spending Account (HSA), ASEBP requires your banking information so we are able to issue reimbursements through direct deposit. We do not issue cheques for HSA reimbursements. You can submit your banking information via My ASEBP by visiting the Manage Banking Details page found in the Profile section.

## STEP 3: SUBMIT EXPENSES

Submitting expenses to your HSA is quick and easy with My ASEBP. You can simply transfer unpaid amounts from the Claims History page of My ASEBP directly to your HSA. From the HSA section of My ASEBP, you can also submit, edit and delete eligible expenses. Each page has easy to follow instructions to guide you through the process. You can also view expense deadlines and payment schedules from the HSA section.

## YOUR MY ASEBP ACCOUNT

Here are some other ways My ASEBP helps you manage your ASEBP benefits:

- View your benefit coverage details
- Review claims history for Extended Health Care, Dental Care and/or Vision Care benefits
- View, request, or print a replacement ASEBP Benefits ID card
- Submit over-age dependant notifications, if applicable
- Access Apple-a-Day, your online resource for reliable Canadian health information and health assessment tools

Once you register for My ASEBP, you can also download ASEBP's free app. See below for details!

## ASEBP HAS AN APP FOR THAT!



Want to access the features of My ASEBP anytime, anywhere? Download ASEBP Mobile from the iTunes App Store or Google Play to access a wide range of tools to manage your ASEBP benefits.

### Features

- View your ASEBP ID card, both on- and offline
- Request printed copies of your ASEBP ID card
- View your coverage details
- View claims history and transfer unpaid amounts to your HSA
- View, submit, edit and delete HSA expenses
- Access ASEBP contact information



For iPhones and iPads



For Android Devices