



State of Maine

Pre-Tax Flexible Account Spending

How to Create an Account with ASIFlex

1. Go to <https://www.asiflex.com/> and click "Employee (Participant) Login" then click "Create an Account."
2. Enter first name, Last Name, City, and State. These fields are not case sensitive. Click "Continue".
3. On the next screen, enter Employee ID (TAMS ID-case sensitive) or SSN (no dashes). Click "Continue".
4. The next prompt will ask "Are you enrolled in a plan that ASIFlex administers which requires a payroll contribution?"
 - a. If no contributions have been made, select "No".
 - i. When 'No' is selected, a prompt is triggered, "Annual amount of at least one category you have available in our system – "This is the amount of the deduction or the full annual election. Click "Continue".
 - b. Select "Yes" if a contribution has been made.
 - i. When 'Yes' is selected, a prompt is triggered – "Payroll issue date of check where the contribution was made:" This can be any recent payroll check. A calendar will pop up from the drop-down arrow to select a date.
 - ii. Enter the amount of the contribution for that payroll issue date. Click "Continue".
5. Create a username. Click "Continue".
6. Create a password and enter the password again to confirm. Click "Continue".
7. Verify your email address. Click "Continue".
8. Select a security image. Click "Continue".
9. Select three security questions and enter answers for each one. Click "Submit".

Need Assistance?

If you have difficulty logging in or forget your username or password, please contact ASIFlex directly at: 1-800-659-3035.

