

Flexible Benefit Plan Online Enrollment Instructions

To enroll online you will need an A.S.A.P.® (Advanced Strategic Administration Program) account. If you already have an account please skip to the 'How to Enroll' section below.

How to Create an A.S.A.P.® Account:

1. Logon to the DBS website at DBSbenefits.com
2. Select '**User Login**' located at the top right of your screen.
3. Select '**Create New Account**' and enter the employer PIN: **SDGreenfield**
4. Enter the required account information and select 'Submit'. Your online account will be created and you may now complete the online enrollment.

How to Enroll:

1. Enter the **Login Name** and **Password** you created when setting up your online A.S.A.P.® account and click '**Login**'.
2. Select the **7/1/2023** plan year on the top of the screen and then select '**Enrollment**' from the menu bar.
3. Complete the enrollment information as asked for on the online enrollment form.
4. Direct Deposit of claim reimbursements is a requirement of your plan. You will need to complete the bank account information section of the online enrollment form in order to submit your enrollment. If you are a current FSA participant, your current bank information will auto-fill on the screen. You can update banking information or proceed with the current information.
5. Review the '**Legal Terms**' and check the box if you agree to the stated terms (required in order to enroll).
6. Next click on the red '**Click Here to Submit Enrollment**' button. A window will pop up confirming you have successfully enrolled and providing the details of your enrollment.
7. You will have an option to print the enrollment form by clicking on the '**Print Your Enrollment**' box.
8. When finished click on the '**Logout**' link at the top of the page.