



On-line Enrollment Instructions for Kirkwood Community College's FSA:

1. Go to www.asiflex.com/kirkwood.
2. Type in your Kirkwood "k" number. Please enter in all 7 digits include the zeros in front of your number. The online enrollment system will only accept your "k" number. Click the CONTINUE button.
3. We need your email address so we can communicate important information about your flexible spending account, including the confirmation of your elections at the close of the open enrollment period. If you don't supply us with an email address, you won't receive the communication that we send out via electronically. Enter your email address (or if we have your email address on file, you're given the option to verify and keep that one) and click the CONTINUE button.
4. Make your Flexible Spending Accounts elections. Check the boxes next to the accounts in which you wish to participate and enter both the per-paycheck deduction **AND** the annual deduction that you would like to contribute to the flexible spending account. When you have made your elections, click the CONTINUE button.
5. Select whether or not you want your disbursements made to you by direct deposit or by having us mail you a check. (Note: Selecting Direct Deposit is safer, faster, and less expensive for you than having us mail you a check.) Click the CONTINUE button.
6. If you did not select Direct Deposit, skip to step 11.
7. If we already have your bank account on file and you wish to have your Direct Deposit reimbursements sent to that same bank account, you can make that election. Otherwise, enter the Routing Number, Bank Name, Account Number of the account you want to use, and specify whether it is a checking or a savings account. Then click the CONTINUE button.
8. Enter an email address to which we should send disbursement notifications. Click the CONTINUE button.
9. Review your elections. If you need to make any changes, you should exit the election process and begin again. If everything looks correct, click the CONFIRM button.
10. PRINT YOUR CONFIRMATION PAGE. It contains a confirmation number that serves as your "proof of enrollment."

All online enrollments must be completed by June 25, 2010.

If you do not want to enroll online, you can use the enrollment form on the reverse side and return to Human Resources, 313 Kirkwood Hall.

Call ASI @ 1-800-659-3035 if you need assistance with enrollment or have plan questions.