

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.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

Health Spending Account (HSA) reimbursements are issued only through direct deposit. Before submitting expenses, please visit the My ASEBP Manage Banking Details page found in the Profile section and enter your banking information.

STEP 3: SUBMIT EXPENSES

Submit, edit and delete your HSA claims quickly and easily on My ASEBP! You can also view expense deadlines and payment schedules and directly transfer unpaid claim amounts to your HSA for reimbursement from the My ASEBP Claims History page.

MY ASEBP

Once you’ve registered for a My ASEBP account online you can print additional ID cards, submit your claims online and enjoy the same features as the My ASEBP Mobile App—in addition to a more in-depth look at your claims history and benefit plan information with features such as:

- View, submit, edit and delete EHC, Vision Care claims and HSA and WSA expenses and download statements, if applicable
- Complete over-age dependant notifications, if applicable
- Manage your banking information
- Access reliable health information and e-services through Apple-a-Day

MY ASEBP MOBILE APP

You can access the features of My ASEBP anytime, anywhere with My ASEBP Mobile App. Download the app from the App Store or Google Play and use the app to:

- Submit your receipts as you get them by taking a photo within the app
- View your spending account balances and plan maximums on the usage screen
- Easily transfer unpaid claim amounts to your HSA
- View your ASEBP ID card and benefit coverage info
- And so much more!

