ONLINE REGISTRATION FOR FSA DEBIT CARD PIN

You can securely obtain your PIN, free of charge, through the ASR Website by following the steps below. **If you have never used the ASR Website, begin with step 1 to create a password. If you have a password, log in to the ASR Website and begin with step 7.**

1. Access ASR's Website at www.asrhealthbenefits.com.

2. Click on the **I'm a Member** login link. You will be directed to the Member Log-in page.

3. Click on the **SIGN UP FOR A LOG-IN** link under **Need a Log-in?**. You will be directed to the First-Time User Account Sign-up page.

4. Enter the requested information, click on the button next to **I AGREE**, and then click on **Begin Sign-up**. You will be directed to the User Account Update page.

5. Create a username and a password and click on **Update Account**. You will be directed to the Personal Healthcare Information page.

6. Authorize any family member 18 years of age or older who may have access to your health information (or leave the boxes blank if none desired) and click on **Submit**. You will be directed to the main page of the member Website.

7. Click on **MY PLAN COVERAGE** on the main menu, and then on **Flexible Spending** from the drop-down menu. You will be directed to the FSA Online Inquiry page.

8. Click on the **Debit Card PIN** button. You will be directed to the Debit Card PIN Retrieval page.

9. Click on the **Get PIN** link. You will be directed to an external Website maintained by the debit card company (see Figure 1).

10. Click on the **Register** link at the upper right-hand side of the screen to register (see Figure 1). **Note: this external Website will prompt you to create a new (not ASR) log-in during registration, if you do not already have one.**
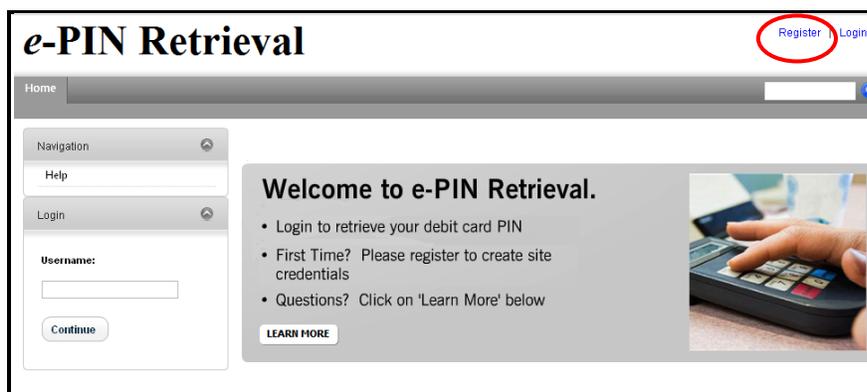
Figure 1. Debit Card Company PIN Retrieval Website

11. Follow the instructions on the registration screen. At the **Employee ID** prompt, enter your social security number. At the **Registration ID** prompt, chose **Card Number** from the drop-down menu and then enter your debit card number in the requested field.

12. Click on **Register** (or **Login** if you already have a log-in to the WealthCare Administration System Website, also known as Benefits Payment System). You will be directed to the *Access PIN* **Sign In** page.

13. Read the instructions and click on the **Begin Setup Now** button. You will be directed to a series of pages labeled **Secure Authentication Setup**.

    a. Select a picture and personal phrase and click on the **Continue Setup** button.

    b. Answer all four security questions and click on the **Continue Setup** button.

c. Choose whether to register the computer you are using and click on the **Continue Setup** button.

d. Verify your e-mail address and click on the **Continue Setup** button. You will be directed to the **Set Up Secure Authentication** page.

14. Verify your information, enter the password you created at the registration screen, and click on the **Submit Setup Information** button. Your registration is complete.

15. Click on the **Proceed to Account** button to receive your PIN. You will be directed to the **PIN Retrieval** page (see Figure 2).

16. Click on the **View PIN** link (under **PIN**). A pop-up box will open that will display your new PIN (see Figure 2).
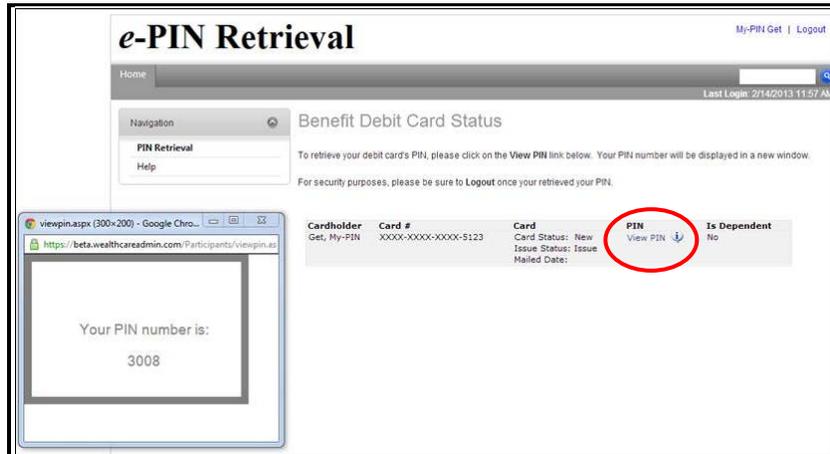
Figure 2. PIN Retrieval Page and Pop-up Box Displaying New PIN Number

Here are some important points to remember:

- PINs will be system generated and cannot be changed, reset, or customized.

- If your card is lost or stolen, you may request a new card, but that card would have a different PIN.

- If you forget or lose your PIN, a new PIN will not be assigned. You can look up your PIN on the WealthCare Administration System Website following the steps above (click on **Login** in step 12 as you will already have a log-in).

- You will be unable to make cash withdrawals at ATMs or at stores that allow for cash back on PIN debit purchases.

- Please note that, by law, merchants may choose to require either a signature debit or a PIN debit. If you forget your PIN, the merchant may simply run the transaction as a signature debit or require another form of payment.