

# ASIFlex offers Recurring Direct Pay Program to DCSA participants



**PEBA**  
SC Retirement Systems  
and State Health Plan

With Recurring Direct Pay, you do not need to submit a claim for every dependent care payment. Instead, ASIFlex will pay your dependent care provider directly from your Dependent Care Spending Account on the schedule you and your provider choose.

This service requires a one-time initial setup between you, your provider and ASIFlex. You can initiate a payment schedule for expenses you pay on a regular and recurring basis. Your DCSA funds are available as you contribute throughout the year. On the scheduled payment date, ASIFlex will use available funds in your DCSA, as well as funds from your personal bank account you provide during the setup if you do not have enough funds available in your DCSA. ASIFlex will always pay the full scheduled payment amount, even if you do not have all funds available in your DCSA account.

## It's convenient and flexible.

- The program is available at no cost.
- Payments are made on a schedule you and your dependent care provider choose.
- You do not need to file claims after the initial setup.
- ASIFlex will send payment to your dependent care provider directly.
- ASIFlex will notify both you and your provider when payment is made.
- You can stop or change your payment schedule at any time, and you will pay any remaining balance due to your dependent care provider from your personal bank account.

## Setup is easy!

1. Log in to your Participant Portal at [asiflex.com/SCMoneyPlus](http://asiflex.com/SCMoneyPlus).
2. Under Participant Services, select Schedule a Recurring Direct Payment.
3. Select the plan year, then Dependent Care as the provider type.
4. Select the participating provider you wish to authorize for direct payment.  
*If your dependent care provider is not listed, select the Recruit Provider button to send ASIFlex your provider's contact information. ASIFlex will contact your provider to complete the setup process. Be sure to notify your provider about this new program and let them know ASIFlex will contact them.*
5. After selecting your provider, schedule your recurring direct payment and select Submit.
6. ASIFlex will reach out to the provider for approval of the schedule you selected.

## ASIFlex Customer Service

[ASIFlex.com/SCMoneyPlus](http://ASIFlex.com/SCMoneyPlus)

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