

**Northland Pines School District**  
Health Reimbursement Arrangement  
**Employee Online Account Viewing Setup**  
(Provided by Diversified Benefit Services, Inc. (DBS))

As a Plan Participant, you have access to your account information through the DBS online account viewing system known as **A.S.A.P.**® - Advanced Strategic Administration Program. This system allows you to view your claim and reimbursement information related to your HRA Plan.

**To begin viewing your information you will need to create your personal online account.** (All information provided is securely encrypted and protected.)

**CREATING YOUR ONLINE ACCOUNT**

1. Go to the DBS website at [www.dbsbenefits.com](http://www.dbsbenefits.com)
2. Select the 'Create New Account' menu box located on the left of your screen.
3. On the Signup screen type in your employer PIN: **Northland** (then click "submit")
4. Enter the New Account Information requested.
  - a. Your Email address is required.
  - b. You may choose any combination of letters and/or numbers (no symbols) when entering the Log In Name and Password.
5. When you are finished click "submit". A message will indicate that your account has been successfully created. You will also receive an email confirmation.
6. You may now logon with your Log In Name and Password and view your current account information.



**DI<sup>▽</sup>ERSIFIED BENEFIT SER<sup>▽</sup>ICES, INC.**

*Dedicated to Excellence in Benefit Management Solutions*

Toll Free: (800) 234-1229 / Local: (262) 367-3300

P.O. Box 260 / 625 Walnut Ridge Drive, Suite 190, Hartland, WI 53029