

# WEX Cloud Employee Login Instructions

**ASi is pleased to offer the user friendly ASi Employee Portal.**


This one-stop portal gives you 24/7 access to view information and manage your ASi plans. It enables you to:

- File a claim online
- Upload receipts and track expenses
- View up-to-the-minute account balances
- Report a lost/stolen card and request a new one
- Update your personal profile information
- Change your login ID and/or password
- View important account notifications

## HOW DO I LOG ON TO THE HOME PAGE?

1. Go to <https://asimember.lh1ondemand.com/Login.aspx>
2. Under the heading **New User?** CLICK “Create your new username and password”

### Login

<b>Existing User?</b> Login to your account Username <input type="text"/> <a href="#">Forgot Username?</a> Password <input type="password"/> <a href="#">Forgot Password?</a> <input type="button" value="Login"/>	<b>New User?</b> <a href="#">Create your new username and password</a> 
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3. Enter your name, zip code and Social Security Number.
4. Create your new username and password and then create answers for the security questions.

### Once you have logged in

1. Go to the “Profile” tab
  - a. Verify your mailing address
  - b. Enter your e-mail address. This is the best way for ASi to communicate claims information to you and any other important notification information.

For additional information or questions, please contact ASi at 866-777-1320 or e-mail [flexhelp@asibenefits.com](mailto:flexhelp@asibenefits.com).