MyTASC Mobile App Guide

How to use the MyTASC mobile app to access your FlexSystem FSA



FlexSystem[®]

Login

Enter your 12-digit TASC ID (Username) and Password.

NOTE: If you have forgotten your password, please visit <u>www.tasconline.com</u> and click "Forgot Password" in the MyTASC Secure Account Login box. If you are a new user, click "New User."



Please note: Your Username cannot be changed to access the mobile app. You must always use your 12-Digit TASC ID number (found on your TASC Card).

Please call TASC Customer Care at 800-422-4661 to request a forgotton ID.



View Account Summary & Balances

View your account summary and your Plan balances for all elected benefits accounts, including MyCash, and active or closing accounts. Simply select the appropriate button at the bottom of the screen.

Help	TASC	Logout				
Medical Out of Pocket						
Balance:		\$376.50				
Eligibility:	12/01/20	017 - 11/30/2018				
Last Day for Spendin	g:	11/30/2018				
Last Day to Submit:		05/16/2019				
Annual Election:		\$2,600.00				
Total Contributions:		\$866.64				
Total Reimbursemen	ts:	\$2,223.50				
D	ependent Care					
Balance:		\$0.00				
Elioibility:	12/01/2	017 - 11/30/2018				
Active	Plan Closing					
RALANCES	\$ REQUESTS	SUMMARY				

Account Balan	ice \$376.50
MCHS NORTHLAND EPIC 03/31/2018	\$25.00 (i) >
SQU*SQ *HAY RIVER THER 03/11/2018	\$105.00 (I) >
SQU*SQ *HAY RIVER THER 02/16/2018	\$105.00
SQU*SQ *HAY RIVER THER 01/28/2018	\$74.75
Chambers 01/27/2018	\$1,000.00
SQ *HAY RIVER THERAPE 01/27/2018	\$65.00
CEDAR CREEK DENTAL 01/19/2018	\$94.00 (i) >
CC Dental 01/06/2018	\$500.00
MAYO CLINIC MYCHART 01/03/2018	\$25.00
Active Plan	Closing Plan
= \$	10

TASC

/ Back

View Transaction History

View your Plan transaction history, including service provider, service date, and reimburse-ment amount for any active or closing benefits account.

Select accounts by using the drop down menu at the top of the screen, and toggle between active and closing accounts using the buttons at the bottom of the screen.

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View Request Details

View individual request details, including request ID, payment status, and submission date.

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Total Administrative Services Corporation 2302 International Lane I Madison, WI 53704-3140



Request a Reimbursement

To begin your Request for Reimbursement, select the "Requests" tab from bottom menu.

Proceed to enter all informaton as outlined below for each request.

TASC NEVER SLEEPS!

FlexSystem makes it easy to request a reimbursement from anywhere at any time.



Select Date of Service

The date must be within the Plan year(s) available and cannot be a future date.



Enter Dollar Amount

A dollar sign is not needed. Use the Back button to return to the Request for Reimbursement screen.

Click "Save Amount."



Enter Service Provider

The service provider is the name of the person or place where you receive a service or purchased eligible items.



Submit Documentation

Documentation/receipt must include provider date of service/purchase, description, and amount owed.

You may electronically attach your documentation/receipt directly to the Request for Reimbursement:

 take a new photo using your mobile device camera,
or -

2) select an existing image.

If receipt is not yet available, you can submit it later via your MyTASC account at <u>www.tasconline.com</u> (click Account Overview, identify the transaction requiring a receipt, click View Details, upload your receipt).

Visit the TASC Mobile web page for more information: www.tasconline.com/mobile



Select Benefit Type

Selection is required of the eligible benefit types available.



Enter a Description

Enter a brief description of expense or service to better identify each request.

