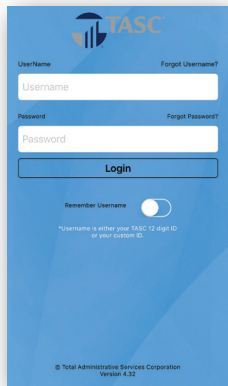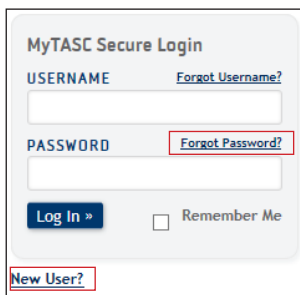**Flex**System®

MyTASC Mobile App Guide

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

Login

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

NOTE: If you have forgotten your password, please visit www.tasconline.com 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.
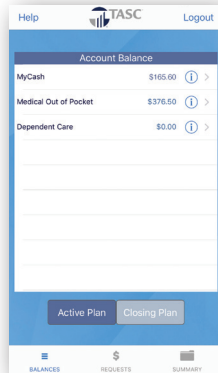
View Account Summary & Balances

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.
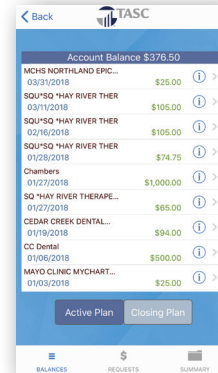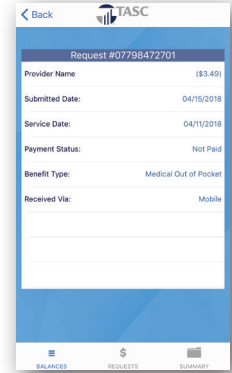
View Transaction History

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.
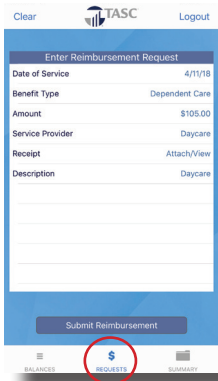
View Request Details

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

FREE DOWNLOAD
for your smartphone or tablet:

Apple® App Store   I   Android Google Play™

TASC®

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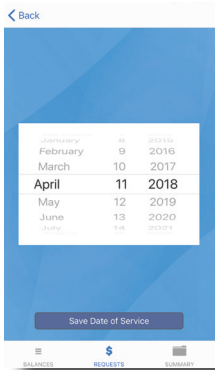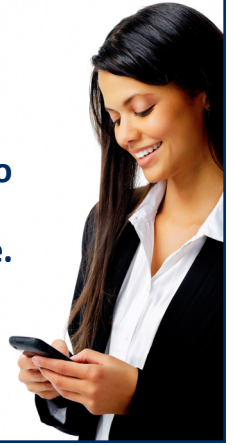**2302 International Lane   I   Madison, WI 53704-3140**

FX-4808-050118

Request a Reimbursement

To begin your Request for Reimbursement, select the "Requests" tab from bottom menu.
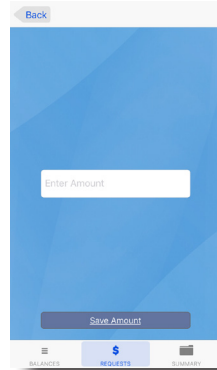
Proceed to enter all informaton as outlined below for each request.

TASC NEVER SLEEPS!

FlexSystem makes it easy to request a reimbursement from anywhere at any time.
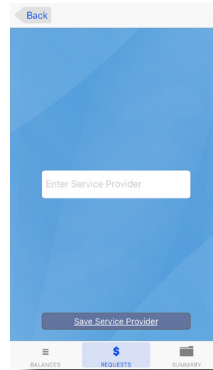
Select Date of Service

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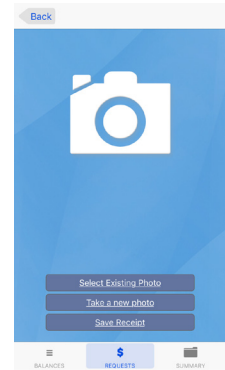
Enter Dollar Amount

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:

1) 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 www.tasconline.com (click Account Overview, identify the transaction requiring a receipt, click View Details, upload your receipt).
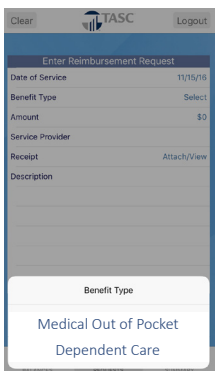
Select Benefit Type

Selection is required of the eligible benefit types available.

Enter a Description

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

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