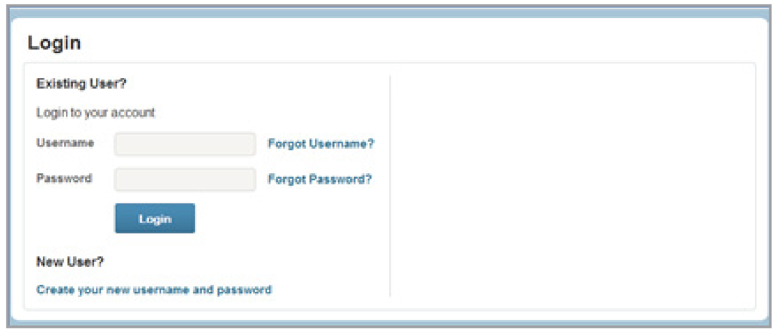
HRA | Participant Website Guide

Manage your Health Reimbursement Arrangement online at your convenience

Getting Started

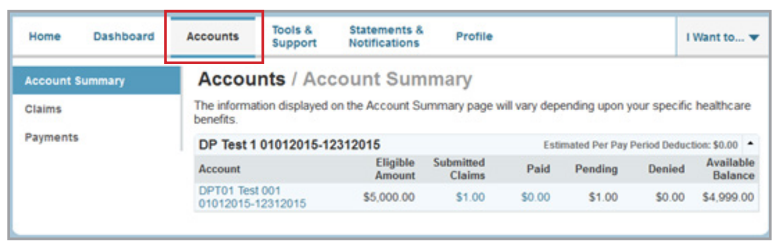
Log in to your online account at **www.tasconline.com.** If you have any issues logging into your account, please contact TASC at 608-241-1900 or 800-422-4661.



NOTE: All Participants are obligated to maintain up-to-date contact information in their online account; this includes email and mailing addresses, and phone numbers. TASC periodically sends important Plan notifications (regarding balances, deadlines, and/or Plan changes). We are not responsible for any consequences resulting from communications not received due to inaccurate contact information.

Account Summary

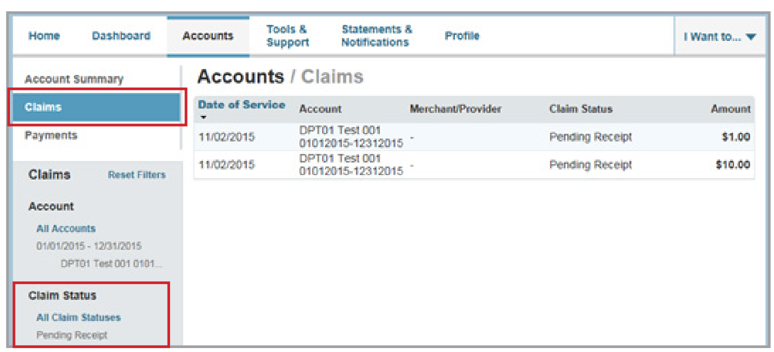
Click on the Accounts tab to view a summary of your account activity.

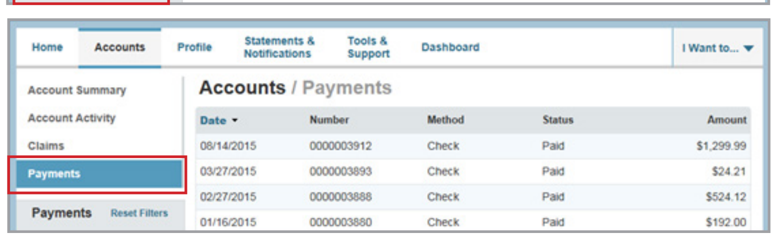


Claims and Payments

From the Accounts tab, select Claims to view the status of claims submitted or select Payments to view payment history.

For debit card claims, if applicable, you can verify if substantiation is required by reviewing Claim Status.





TASC
Total Administrative Services Corporation
2302 International Lane I Madison, WI 53704-3140
www.tasconline.com I 800.422.4661

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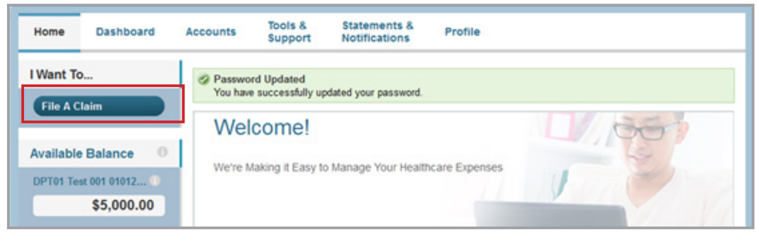
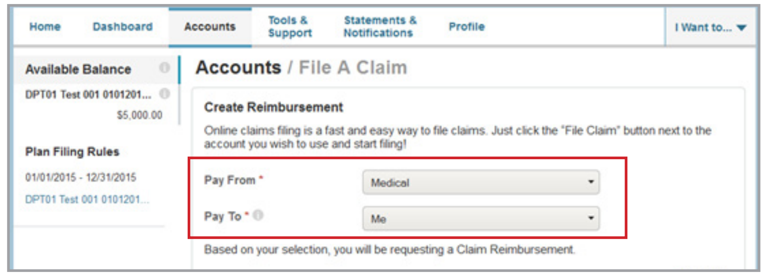
Online Claim Reimbursement

To submit a manual claim, select File A Claim from the home page and follow these easy instructions:

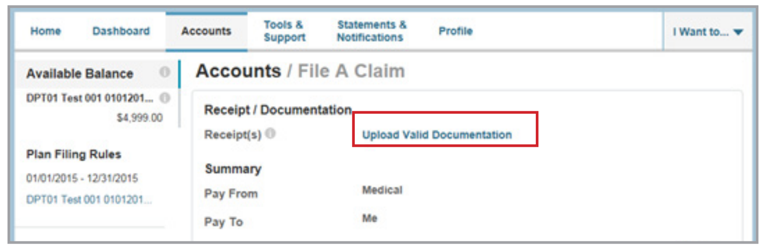


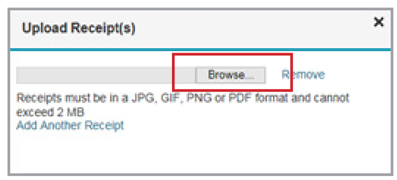
1. Select the account to pay from and payee and click Next.

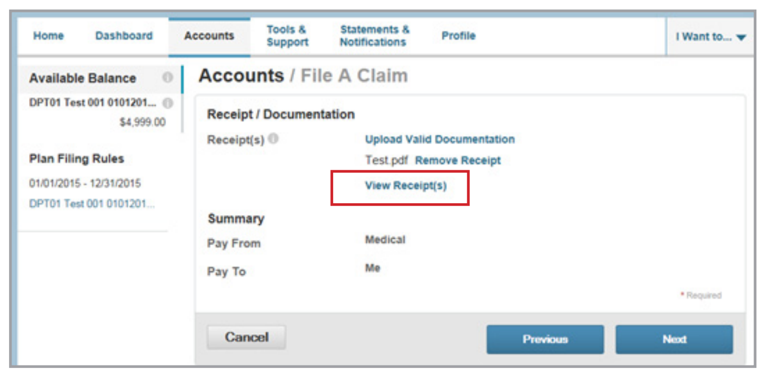


2. Click Upload Valid Documentation, click Browse, attach your claim documentation, and click Submit. You may click View Receipts to verify the correct document was uploaded. Click Next to complete the upload process.

   IMPORTANT: Claims submitted without substantiation are not processed until substantiation is received.







3. Enter the service start and service end date.
   NOTE: Each claim line item must be individually entered. Multiple claims submitted as one claim will be denied.

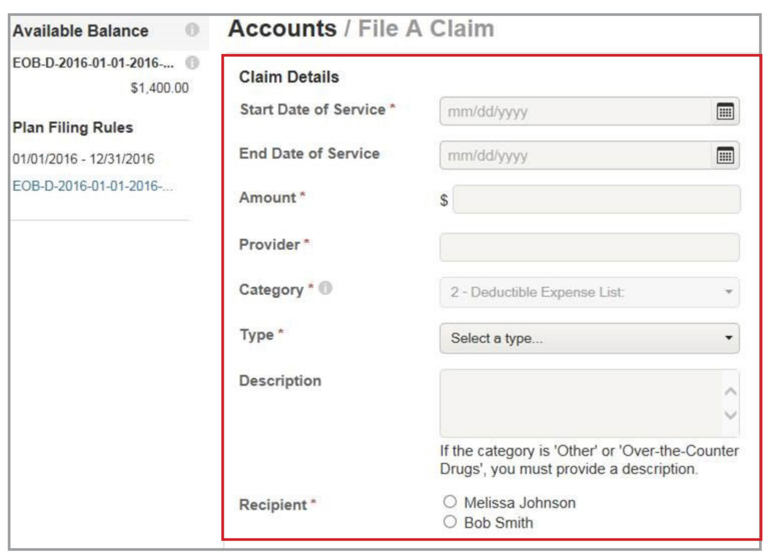
4. Enter the claim amount.
   NOTE: This is the amount that is eligible for reimbursement from the Plan. This is not the total amount of the claim billed to the insurance carrier.

5. Enter the Provider.

6. Choose the service Category code and Type from the dropdown lists.

7. Enter a Description (this is required for a category of Other or Over-the-Counter).

8. Select the Recipient (the person that received the service). If the correct recipient is not listed, contact your employer to add eligible dependents.



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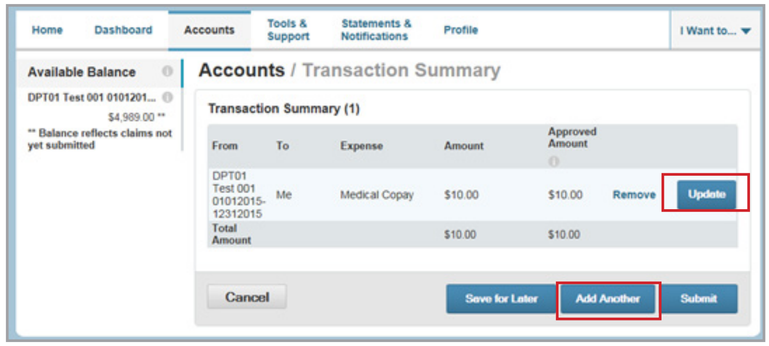
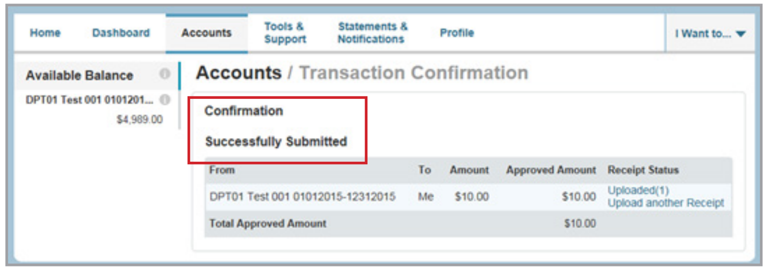
9. At this point, you may edit the claim submitted by selecting Update. You may also add another claim by selecting Add Another and select Submit when finished.

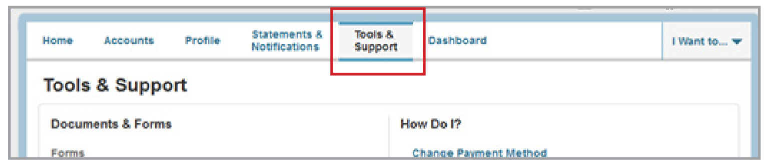


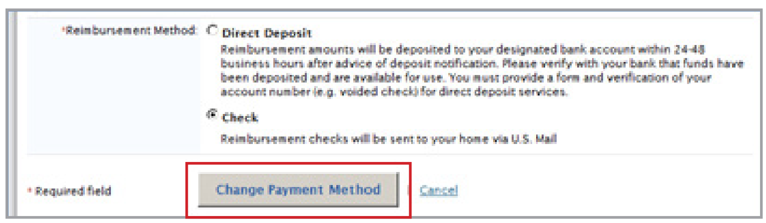
10. Upon submission of claims, a confirmation screen will display with the submitted claim information.

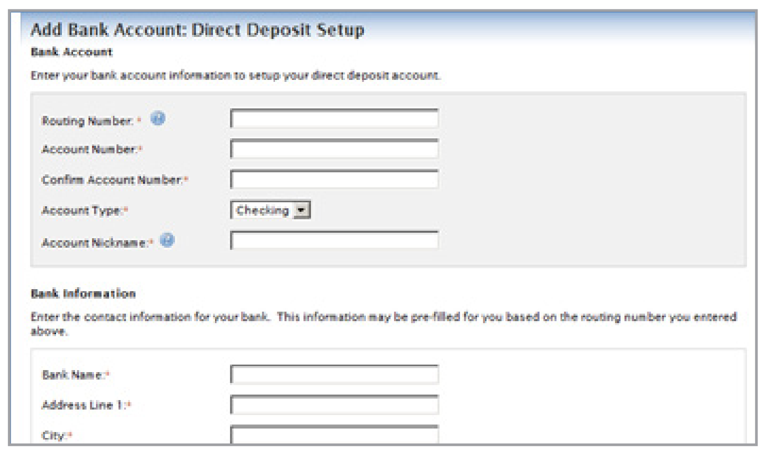


Direct Deposit Entry

Your account defaults to Check Reimbursement. To set up Direct Deposit, select Tools & Support and Change Payment Method in the How Do I section. You may edit your direct deposit information any time.

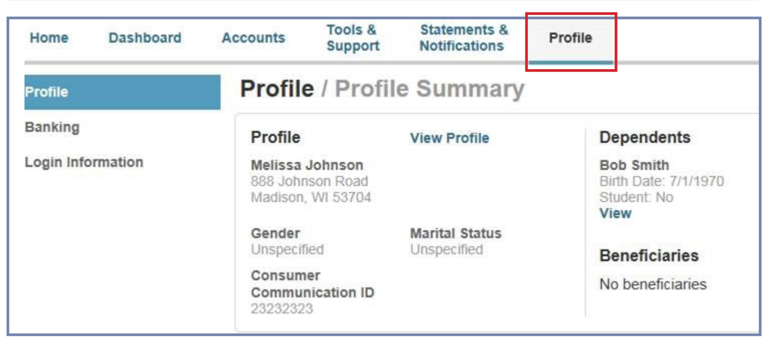






Update Profile Information

View your personal information by selecting Profile. Edit your banking information or login information by selecting the links on the left navigation. You may contact your employer to add eligible dependents.



Frequently Asked Questions

For a comprehensive guide to Frequently Asked Questions, select Tools & Support.

Contact Us

Select Tools & Support for contact information. TASC HRA will respond to the email address provided unless otherwise specified.