



# Participant Web Portal

FSA Reimbursements  
**When the TASC debit card  
is NOT used**

How to Submit a Claim  
on the TASC website  
<https://uba.tasconline.com/login>

TASC Toll Free 1-800-422-4661



# Participant Web Portal Overview page



Before you start, you'll need to scan and save supporting documents to your computer.

- PDF is best. JPG, JPEG, GIF, PNG also accepted. Max 10MB
- Scan documents separately for each item you're listing.

Alerts Settings Contact us

OVERVIEW BENEFIT ACCOUNTS TRANSACTIONS TASC WALLET

## OVERVIEW

\$0.00  
MyCash balance

**BENEFIT ACCOUNTS** [View all](#)

Medical (Out-of-Pocket) Expenses \$  Available balance

**REIMBURSEMENTS**

[View reimbursement history](#)

[View draft reimbursement requests](#)

**Where's my reimbursement?**

- 1 Submit reimbursement request.
- 2 Reimbursement is deposited into your MyCash account.
- 3 Spend MyCash balance using TASC Card to buy anything!\*

\*Some merchants may apply restrictions.

[Request a reimbursement](#)

**PAYMENTS**

[View pay a provider history](#)

**Have a bill to pay?**

- 1 Submit eligible expense details.
- 2 Include a copy of the bill.
- 3 TASC pays provider directly from your benefit account!

[Pay a provider](#)

**RECENT TRANSACTIONS** [View all](#)

Your Contribution Contribution 06/14/19 Posted + \$  Medical (Out-of-Pocket) Expenses

- Your first name will appear at the top right corner.
- Click on **Request a reimbursement**

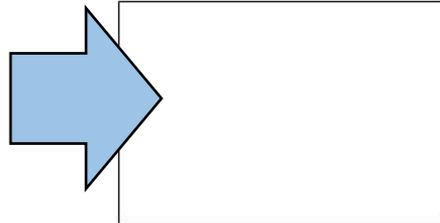
# Participant Web Portal Request A Reimbursement (1) Who is the claim for?

## REQUEST A REIMBURSEMENT

- 1 Incurred by
- 2 Expense date
- 3 Expense type
- 4 Expense details
- 5 Review & submit

### Incurred by

Please select who incurred this expense:



+ Add dependent

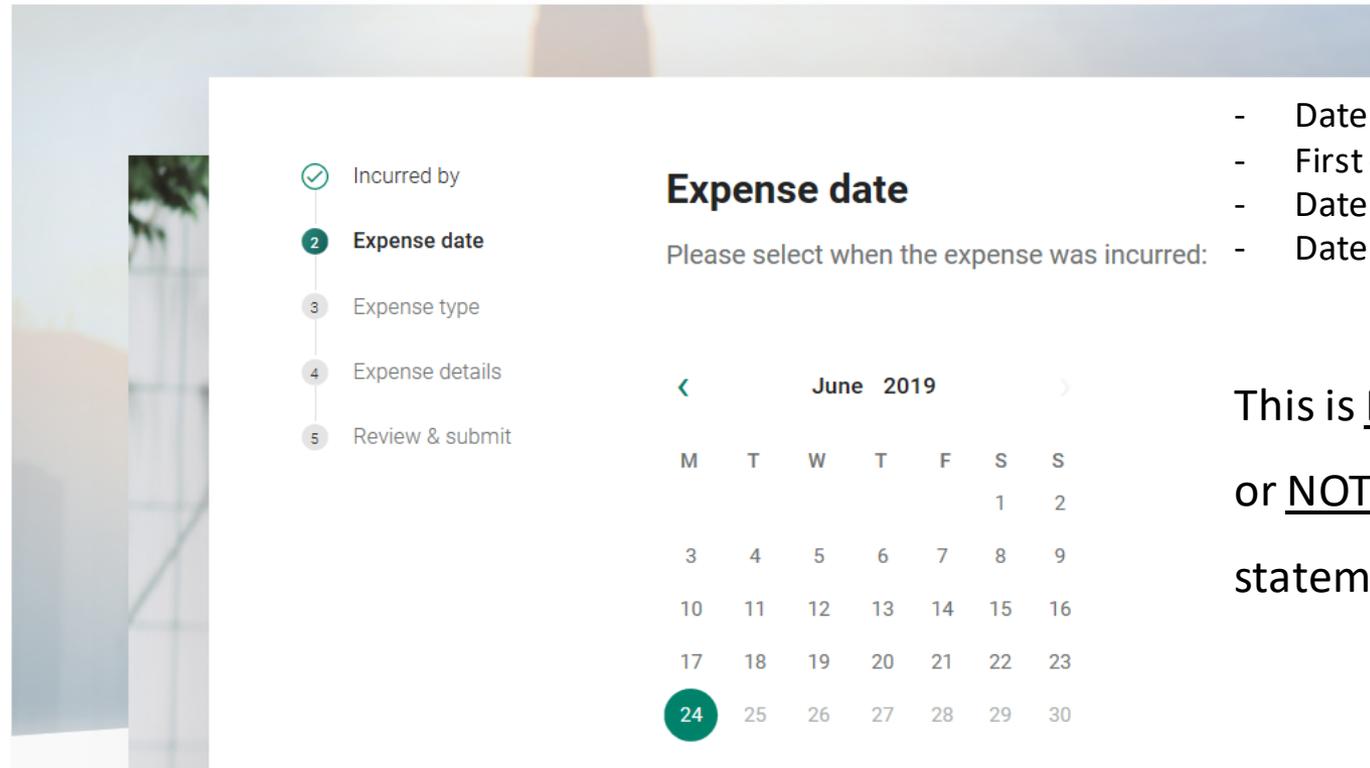
- You will see a list of names (yourself, spouse, children, if any).
- If you do not see any dependent names, click on **Add dependent** then add names.
- Click on a name.

# Participant Web Portal

## Request A Reimbursement

### (2) When was the service date?

#### REQUEST A REIMBURSEMENT



The screenshot shows a multi-step process for requesting a reimbursement. The steps are: 1. Incurred by, 2. Expense date (current step), 3. Expense type, 4. Expense details, and 5. Review & submit. The 'Expense date' step is active, displaying a calendar for June 2019. The date 24 is selected.

**Expense date**

Please select when the expense was incurred:

June 2019						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Select a date for the **Expense date** (the date service was received).

- Date of appointment
- First date of hospitalization
- Date medication picked up
- Date product purchased

This is NOT the date paid  
or NOT the billing  
statement date.



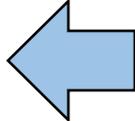
You will see available options for the type of FSA account(s) you have.

# Participant Web Portal Request A Reimbursement (3) What type of expense?

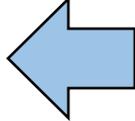
- ✓ Incurred by
- ✓ Expense date
- 3** Expense type
- 4 Expense details
- 5 Review & submit

### Expense type

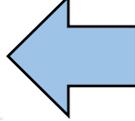
Please select the expense type:

-  Dental ✓ 

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-  Medical ✓ 

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-  Vision ✓ 

Click on the 



**NEW!** You can save and come back later or submit later whenever you're ready.





# Participant Web Portal Request A Reimbursement (3) What type of expense?

Dental

- Coinsurance
- Copay
- Deductible
- Medical Travel
- OTC
- Orthodontia
- Prescription
- Uninsured Expenses

Medical

- Coinsurance
- Copay
- Counseling
- Deductible
- Gym Membership
- Medical Travel
- OTC
- Prescription
- Smoking Cessation
- Uninsured Expenses
- Weight Loss

Vision

- Coinsurance
- Copay
- Deductible
- Eyewear
- Medical Travel
- OTC
- Prescription
- Uninsured Expenses

You can click on any of these options.

If you have the dependent care FSA, you will see those options.

# Participant Web Portal

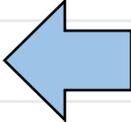
## Request A Reimbursement

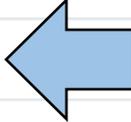
### (4) Expense details

Incurred by  
 Expense date  
 Expense type  
 **Expense details**  
 Review & submit

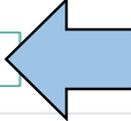
### Expense details

Please enter how much you paid for this expense, the provider/merchant name and attach a receipt:

Expense amount 

Add provider/merchant 

Receipts attached

Attach verification(s) 

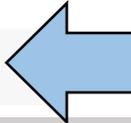
Description (optional)

**NEW!** You can save and come back later

or submit later whenever you're ready.

Save for later

Back

Next 

- Enter \$ amount.
- Enter name of provider.
  - Doctor, hospital, clinic
  - Pharmacy
  - Retail store or merchant
- Attach supporting document.
- Option:  
You may type in more details in the **Description** section.
- Click on **Next**.

# Participant Web Portal Request A Reimbursement

## (4) Attach supporting document

### ATTACH VERIFICATION

#### Upload verification

Images must be in a JPG, JPEG, GIF, PNG or PDF format and cannot exceed 10 MB.



#### Attach from Bill and receipts



Name

Date added ▾

There are no bills and receipts available.



- Click on **Browse**.
- Look for the saved document on your computer.
- Click on **Attach**.

# Participant Web Portal

## Request A Reimbursement

### (5) Review & submit

- ✓ Incurred by
- ✓ Expense date
- ✓ Expense type
- ✓ Expense details
- 5 Review & submit

#### Reimbursement request details

Please confirm the information you entered:

✎ Incurred by

✎ Expense date

✎ Service type  
Medical

✎ Expense type  
Copay

✎ Expense amount  
\$

✎ Provider/merchant

✎ Receipt(s)

- Review what you inputted and selected.
- Need to make changes? Click on **Back**.
- When you're done, click on **Submit**.

**NEW!** You can save and come back later or submit later whenever you're ready.

Save for later

Back

Submit

# Participant Web Portal

## NEW: Save for later

Do you want to collect all of your claims and submit them all together later in the year?

### REIMBURSEMENTS

[View reimbursement history](#)

[View draft reimbursement requests](#)

Where's my reimbursement?

- 1 Submit reimbursement request.
- 2 Reimbursement is deposited into your MyCash account.
- 3 Spend MyCash balance using TASC Card to buy anything!\*

*\*Some merchants may apply restrictions.*

Request a reimbursement

Instead of collecting your paperwork and waiting until the end of the year, you may now enter each claim as you get them and save all of them on the website throughout the year. You will then be able to submit all of them at one time.

How? Where ever you see **Save for later** on the screen, click on it.

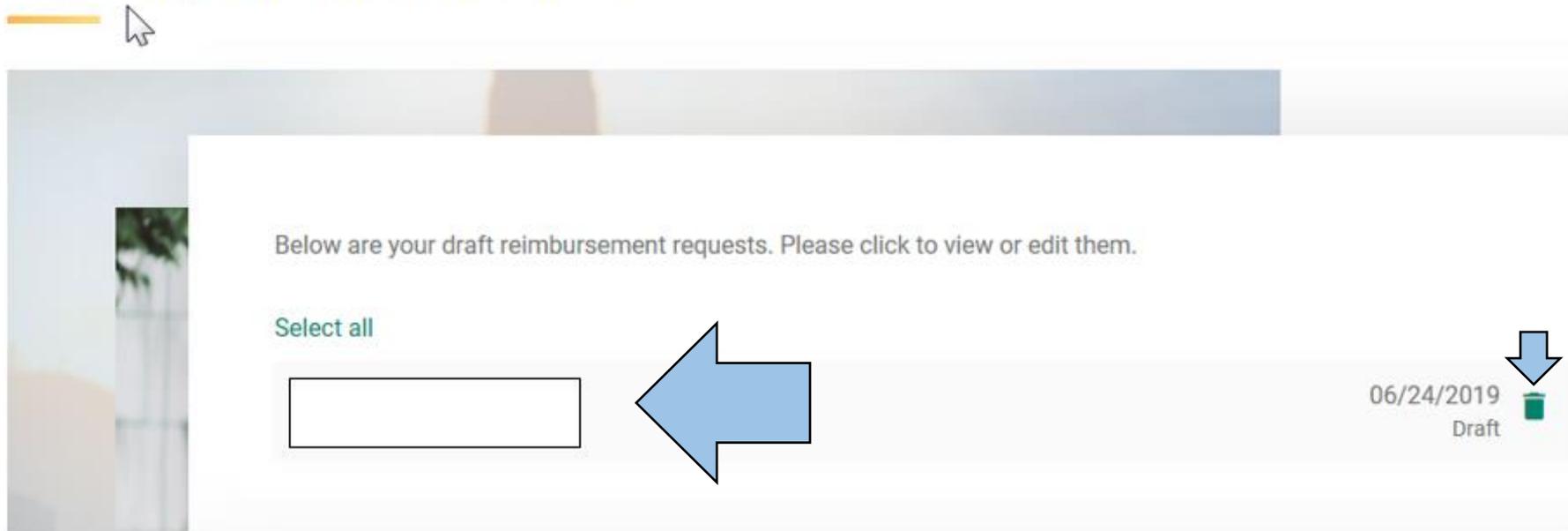
When you're ready to submit all of your claims at a later date, go to the **Overview** screen.

- Click on **View draft reimbursement requests**.

# Participant Web Portal

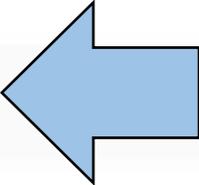
## NEW: Save for later Draft Reimbursement Requests

### DRAFT REIMBURSEMENT REQUESTS



Below are your draft reimbursement requests. Please click to view or edit them.

Select all

<input type="checkbox"/>		06/24/2019 Draft	 
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- You will see a list of claims you saved. Verify what's listed.
- If you want to delete anything, click on the  next to the claim. Be careful, it cannot be undone.
- When you're ready, click on **Submit**.

# Reimbursement Payment Options

You choose how you want to get reimbursed the quickest way or the easiest way for you.

- **Deposit to MyCash on your TASC card (paid 12-24 hours):** default method if you don't set-up a direct deposit account.
- **Direct Deposit to your bank (paid 48 hours):** set-up your bank account on the TASC website.
- **Mailed Paper Check (mailed 5-7 business days):** Paper checks will be issued on a limited basis and only upon request; a convenience fee may be applied per check.

**NOTE: Reimbursements are no longer paid in your paycheck.**

# Need Help?



### From the TASC website

- Log in <https://uba.tasconline.com/login>
- Click “Contact Us”
- Choose a Topic
- Choose a Sub-Topic
- Send a support request

Choose a Topic ^	Choose a Sub-Topic v
General Assistance	I'd like to update my profile information.
Enrollment	I'd like to report a lost or stolen card.
Contributions	I'd like to request a PIN.
Expenditures	I'd like to obtain an additional card.
Investments	I'd like to request a form.
Giving	I'd like to inquire about my benefit account balance.
	I'd like to know how to submit a claim for Identity Theft Protection.

 Contact us by phone 800-422-4661 Monday - Friday, 8a.m. - 5p.m. all time zones.	 Send a support request We will respond within 1-2 business days
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**24 to 48-hour response time**

**1.800.422.4661**



### Interactive Voice Response

- Have 12-digit Participant ID number ready
- Available 24/7

### Live Telephone Support

- Monday to Friday
- 8 am to 5 pm (all time zones)