# **EMPLOYEE EDUCATION**







# How to Find and Use the TASC Mobile App

With the TASC mobile app you can track and manage all your TASC benefit accounts and access nume ous helpful tools, anywhere at anytime. It's full of self-service features and boasts a user rating of over four stars!

#### Download the TASC App

The TASC mobile app is a free download for your mobile device (Apple or Android). When you're in the Apple App Store or Google Play, search for "TASC" and locate the green app icon (see at right).



Search for "TASC" (green icon)

SEARCH

HAVE A BILL TO PAY?

#### Sign On to the TASC App

If not already established, you must create an account on Universal Benefit Account \* online (<u>uba.tasconline.com/login</u>) with an email and password. You will then use those same login credentials to sign on to the TASC mobile app.

# What You Can View (Visibility)

- ✓ Total Contributions (and by account)
- ✓ Total Expenditures (and by account)
- ✓ Transactions

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- ✓ Account Details
  - What's Covered (by account)
  - Available Balance
  - Annual Election Amount
  - Employer Contribution
  - Transactions
  - Account Summary

## What You Can Do (Functionality)

- Manage benefit ca ds in TASC Wallet
- Receive Alerts

#### Actions available under the "MORE" button:

- ✓ Pay a provider with "Pictur e to Pay"
- Upload/access substantiation
- Lookup eligible healthcar e expenses
- Request a Reimbursement (see below)
- Transfer funds
- Manage MyCash Account
- Submit a Support Request (customer care)

### How to Request a Reimbursement via Mobile App

Begin by clicking the "More" button and selecting "Request a Reimbursement." Follow the screen prompts to complete the request. Have your substantiation (receipt, EOB, etc.) ready to capture with device camera (refer to your plan specifics to find out if substantiation is equired for manual reimbursements).

**Important Note for medical expense reimbursements:** The reimbursement payment will draw from the healthcare account based on the depletion or der set by your employer/plan, thus you are not able to choose which healthcar e account to use.

QUICK LINKS Picture to pay (provider)	Request a reimbursement Cancel	Request a reimbursement Cancel          Image: Concel         Image: Concel	← Request a reimbursement Cancel ⊘ − ⊘ − ④ − ④	← Request a reimbursement Cancel
Upload bill or receipt >				
Bills and receipts >	INCURRED BY	EXPENSE DATE	EXPENSE TYPE	EXPENSE DETAILS
Q. Healthcare expense lookup >	Please select who incurred this expense:	_	Q Healthcare expense lookup	Please enter how much you paid for this expense.
REIMBURSEMENT REQUESTS			Use this tool to determine if an expense is eligible per IRS guidelines to be paid for using benefit account	The provider/merchant name and attach a receipt:
Request a reimbursement >	Jane	S M T W T F S	funds. Results are not specific to your plan.	
Reimbursement history >	Brandon	31	Please select the expense type.	Expense amount
Picture to pay (provider) history				Add Day March and March
Draft reimbursement requests >	+ Add a dependent	February 2021	17 DENTAL	Add Provider Merchant Name
MYCASH		1 2 3 4 5 6		Attach verification
View all MyCash transactions >		7 8 9 10 11 12 13	ପ୍ତ MEDICAL	
Transfer balance →		14 15 16 17 18 19 20	OTHER	Description (optional)

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