Online Instructions for Year-End

- with Universal Benefit Account® -

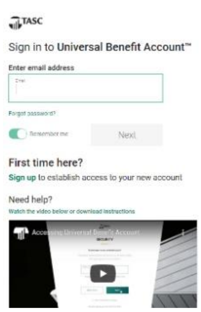
Annually, clients (business owners) can request and receive a **Year-End Report** for their business tax deduction. While getting a Year-End Report is optional, it allows TASC to protect you with our Audit Guarantee.

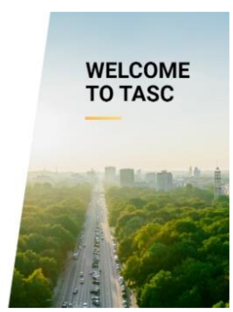
Participants (employees) securely enter their reimbursed out-of-pocket expenses **online via Universal Benefit Account**. This is the preferred method of submittal; see Section A below for details. Reimbursed expenses can be submitted throughout the year, which can help eliminate hours spent entering them at the end of the year!

(A) How to Access Your AgriPlan/BizPlan Account Online

To access your account online via Universal Benefit Account, you must have a valid email address*. If the same email address is used for the client contact and employee, you will be able to log in with the same credentials, once registered. Please note the differences in the portal URLS. Below are just some of the features available to clients and employees through their online portals.

Client Portal ubaclient.tasconline.com/	**Employee Portal** uba.tasconline.com/login
• Request a Transmittal Form *(specify whom or all employees)* • Request Year-End Report *(for clients only)* • View Plan Invoices *(under Transactions)*	• Enter and submit annual expenses *(for self)* • View TASC Card transactions *(under Transactions)*





1. Choose a portal above based on your role and the functions you seek to perform and enter your login information (**email address and password**).
   - If it's your first time signing in, click "Sign up" under "First time here?" and follow the prompts to establish your online account.
   - If you have trouble logging in, watch the video tutorial found on the sign-in page.
   - If you forgot your password, click "Forgot password" to reset.
   - Client login info will work for both portals if emails match between profiles.
   - If you receive an error when trying to sign in as a participant, please make sure that the employee has an email address listed. [See here]() for instructions.
2. Once you successfully log in, you will see your landing page where you can navigate your account and perform tasks in preparation for year-end. Continue below for further step by step instructions.

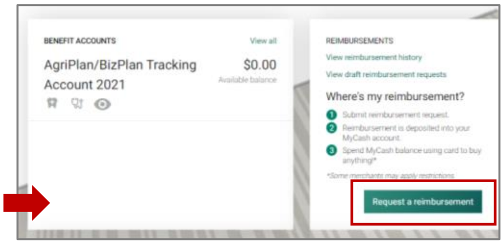
If you do not have an active email address or forgot the email address associated with your AgriPlan/BizPlan, please contact Customer Care at 800-422-4661 to help you create or retrieve an email address.

(B) How to Submit Your Expenses Online - EMPLOYEES

Employees can conveniently enter their previously employer-reimbursed out-of-pocket expenses online under the AgriPlan/BizPlan Tracking Account at any time during the year to track annual expenditures. Entering expenses is easy! Just follow the instructions below.

1. Sign into the **Employee Portal** (see Section A above).
2. You should ONLY enter your 2023 reimbursed expenses in the **AgriPlan/BizPlan Tracking Account 2023** (as shown on the Overview page under Benefit Accounts). If you have expenses incurred in a different plan year, you will need to submit those expenses via Transmittal form.

   NOTE: *If you have multiple expenses to enter, you will need to repeat these steps for each expense entry.*



3. Click the **Request a reimbursement** button to enter a previously reimbursed expense.

   NOTE: *This action will **not** trigger a reimbursement payment; rather, you are logging an expense that was previously reimbursed.*
4. Select the name or dependent of who incurred the expense.
5. Select the date the expense was incurred.
6. Enter the expense type from the appropriate drop-down.
7. Enter the expense details (dollar amount, provider/merchant). Attaching verification is optional.
8. Click the **Next** button.
9. Review your request; edit info or click the "Submit" button to save your expense information.
10. A "Thank You" screen confirms your submittal. Please disregard the reimbursement info on this page, as it does not apply to your expense tracking.
11. Click the **Got it** button to close the screen and return to your **Overview** page.
12. Repeat steps 3-11 for each expense you need to enter. All expenses must be submitted before requesting the annual Year-End Report; see Section C.

Important Notes:

- TASC suggests that you verify all submitted expenses before moving to Section C. The participant (employee) can view all entered expenses and **TASC Card** (debit card) expenses under the **Transactions** option in your online account.
- Most Clients have elected to provide employees with a TASC Card for their out-of-pocket expenses. Employees who use their TASC Card can find their TASC Card transactions listed under a separate account called the **TASC Card Account**. We will take the TASC Card transactions and the expenses manually entered in the Tracking Account to generate the Year-End Report.
- If interested in the TASC Card, contact Customer Care for more information.
- Many times the employee and Employer may be related. All Expenses must be entered in the Employee portal. Any reimbursed expenses cannot be entered in the client portal as some clients may have been used to.

If you cannot get online, contact Customer Care at 800-422-4661 to request a Transmittal be sent via email or mail.

(C) How to Request a Year-End Report Online - CLIENTS

Available to request starting January 1, 2024

Requesting the annual Year-End Report through the online portal is easy! **While getting a Year-End Report is optional, it is a good idea because it allows TASC to protect you with our Audit Guarantee.**

Important: Before you request the Year-End Report, it is important to verify that your employees have entered ALL their reimbursed expenses. If you request the Year-End Report before all expenses are entered, this will result in a delay or incorrect Year-End Report.

1. Sign into the **Client Portal** (see Section A above).
2. Go to **Support** (top right of page).
3. Click Create Support Request
4. Under "Select offering type" select **Agriplan/Bizplan**.
5. Under "Which topic can we help with?" Select **Forms and Reports**.
6. Under "Tell us more" Select **Request Agriplan/Bizplan Year-End Report.**
7. Select **No** next to "Are you requesting on behalf of an employee?" (even if you are).
8. Select **Yes** for "Regarding a benefit account" (all 2023 plans selected in drop-down).
9. Under the **Description** box, indicate if you wish to have the Year-End Report emailed or mailed to you. If you are requesting reports for more than one employee, please specify whose Year-End Report you need. (Text is required in the description box in order to submit.)
10. Click the **Submit** button.

Your Year-End Report will be sent to you within 10 business days via mail, or within 48 hours via email (depending on the method you indicate in your request).

*** Once approved, a copy of all year-end reports are saved to your files tab in your client portal. You can download a copy here if needed. ***

(D) How to Request a Transmittal Form Online

If you are unable to access our online submittal method, you may request a copy of the employee expense transmittal form online. Please follow the instructions below to request a Transmittal form be sent to you via mail or email.

1. Sign into the **Client Portal**.
2. Go to **Support (**top right of page).
3. Click Create support request.
4. Under "Select offering type" select **Agriplan/Bizplan**.
5. Under "Which topic can we help with?" Select **Forms and Reports**.
6. Under "Tell us more" Select **Request a Transmittal Form.**
7. Select **No** next to "Are you requesting on behalf of an employee?" (even if you are).
8. Select **Yes** for "Regarding a benefit account" (all 2023 plans selected in drop-down).
9. Under the **Description** box, indicate if you wish to have the Transmittal emailed or mailed to you. If you are requesting for more than one employee, please specify whose Transmittal you need. (Text is required in the description box in order to submit.)
10. Click the **Submit** button.
11. The Transmittal form(s) will be sent to you within 7 business days via mail, or within 48 hours via email (depending on which method you indicate in your request).