



TASC offers three options to access benefit account funds.



OPTION

1 Remember your TASC Card®! Your TASC Card is the preferred and most convenient method to access available benefit account funds for all eligible expenses. You can automatically pay for and verify most eligible expenses at the point of purchase, eliminating the need to request a reimbursement and wait for payment.

1

TASC Card pays!
 No reimbursement necessary.

OPTION

2 Paid out of pocket? If you paid out of pocket for an eligible expense without using your TASC Card, you can request a reimbursement from your benefit account to pay yourself back.

1. From the **Overview (Web)** or **Menu (Mobile)** click or tap **Request a Reimbursement**.
2. Select who incurred the expense, enter the expense date, and select the expense type.
3. Enter the expense amount (your out-of-pocket cost) and the provider or merchant info.
4. Take a photo of your receipts or other documentation (*Mobile*), upload from your computer (*Web*) or attach from **Bills and Receipts (Web or Mobile)** and enter a description of the expense.
5. Click or tap **Next** to review your request, then **Submit**.

2

You get paid!
 Reimbursements go to your MyCash account. See below for details.

OPTION

3 Have a bill to pay? If you have an **unpaid bill** from a service provider for an eligible expense, TASC can **pay the provider** directly by issuing them a check from your benefit account.

1. From the **Overview**, click **Pay a Provider (Web)** or open the **Menu** and tap **Pay the Provider**, then select **Use Picture to Pay (Mobile)**.
2. Enter the expense details and provider info, then attach an image of the bill from **Bills and Receipts** or upload from your computer (*Web*) or take a photo of the bill and enter the amount you want paid (*Mobile*).
3. Click or tap **Next** to review your request, then **Submit**.

3

Your provider gets a check from TASC.
 Allow up to 14 business days for check to mail.

Join the MyCash Movement! When you request a reimbursement, reimbursements are deposited into your **MyCash** account. **MyCash** is an individual cash account that securely holds your reimbursement funds until you spend or move them.

You can access **MyCash** funds three ways:

1. Swipe your **TASC Card** at a merchant that accepts Mastercard.
2. Withdraw funds at an ATM (with a PIN) using your **TASC Card**.
3. Transfer funds to a personal bank account via the mobile app or online.

