Employee information and account reports at your fingertips, when you need it

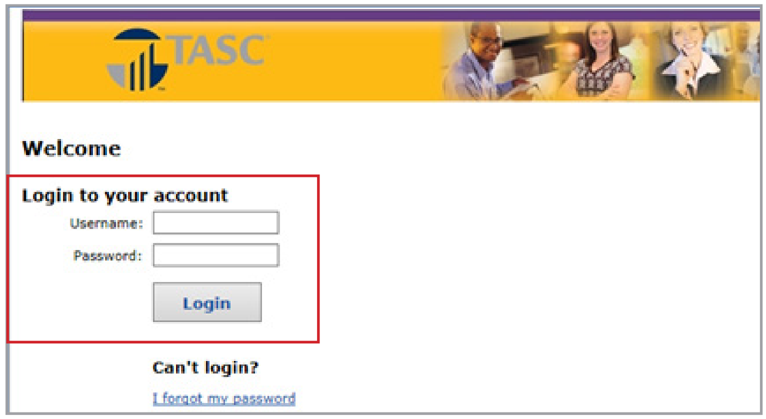
Getting Started

To access your Plan and to view reports and employee accounts online, follow the easy steps below.

Go to https://tascclient.lh1ondemand.com and log in using your username and password. (If you do not know your password, click Forgot Password).

If you need assistance, please call Customer Care at 1-800-422-4661.

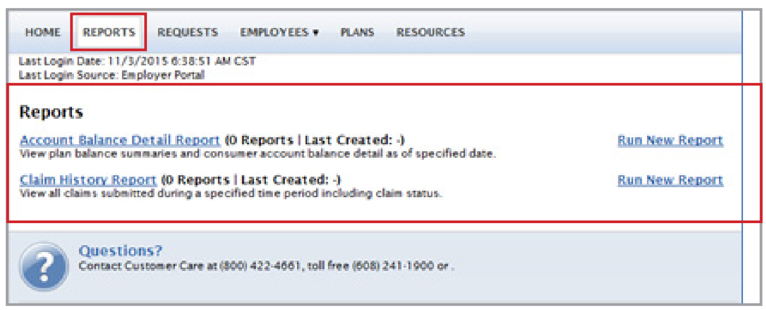
NOTE: All Clients and Participants are obliged to maintain up-to-date contact information in MyTASC; this includes email and mailing addresses, and phone numbers. TASC periodically sends important Plan notifications (regarding balances, deadlines, and/or Plan changes). We are not responsible for any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



Reporting

Your home page will show any recently created reports. To view the report, simply click on the name of the report.

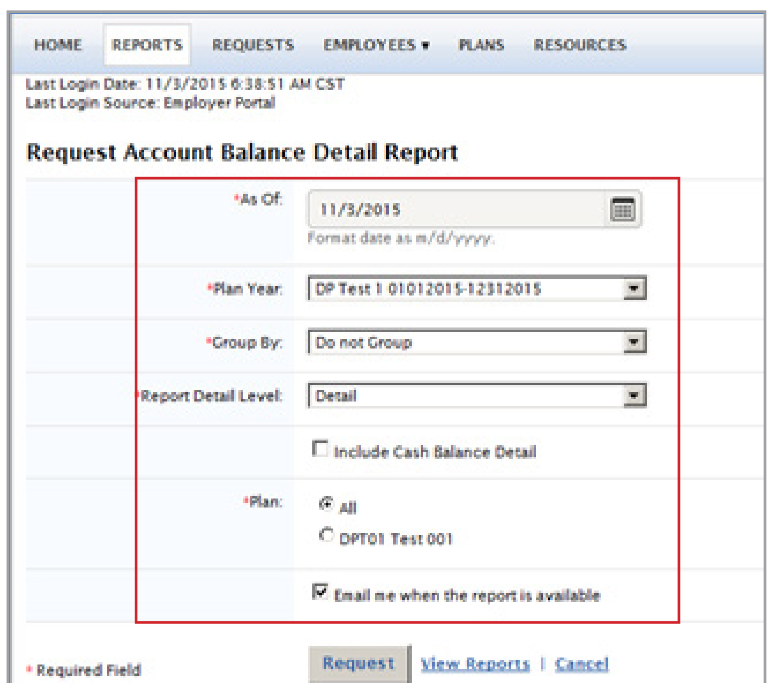
You may also view reports by selecting the Reports tab. A list of your report history will be displayed on this page. Click on the name to view the report or generate a new report by clicking on Run New Report.



Account Balance Detail Report

The Account Balance Detail Report shows Plan balance information per Participant and per Plan.

To run the report, select the report date and Plan Year. Then select Group By if you want to run the report by division. Select Report Detail Level which allows your show or remove Participant names. Check Include Cash Balance Detail.



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

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DP-4908-110515

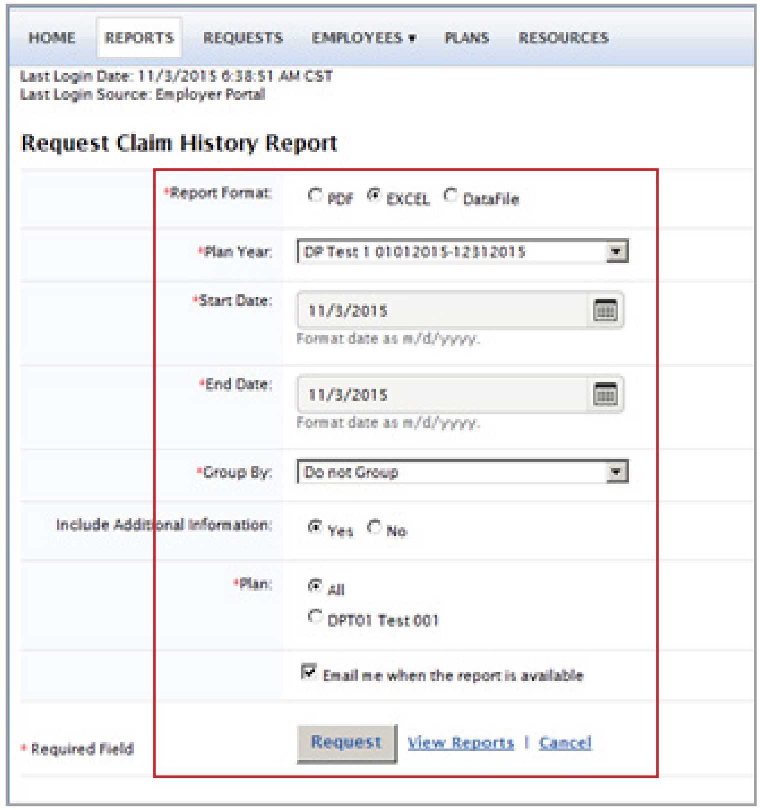
For Plan, select All to include all Plans or select an individual Plan. Check Email Me when the report is available. Then click Request. The report will show up on your Reports page for viewing.

Claim History Report

The Claim History Report will show all claims submitted during a specified date range including claim status.

To run the report, select the Plan Year, Start Date, and End Date. Select Group By if you want to run the report by division. Check Include Additional Information.

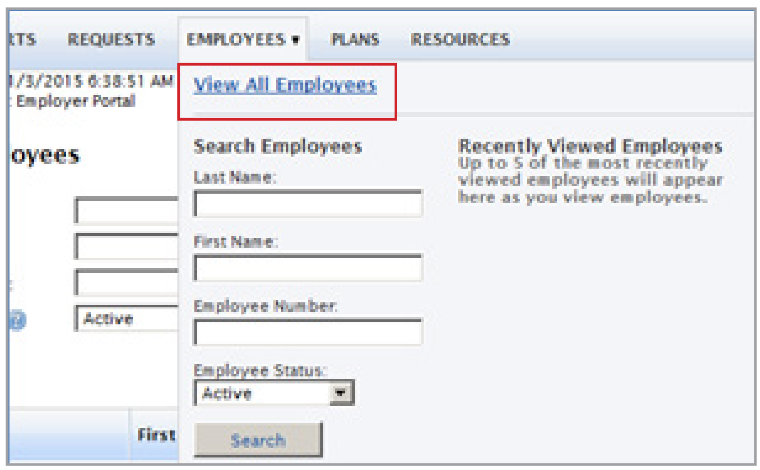
For Plan, select All to include all Plans or select an individual Plan. Check Email Me when the report is available. Then click Request. The report will show up on your Reports page for viewing.

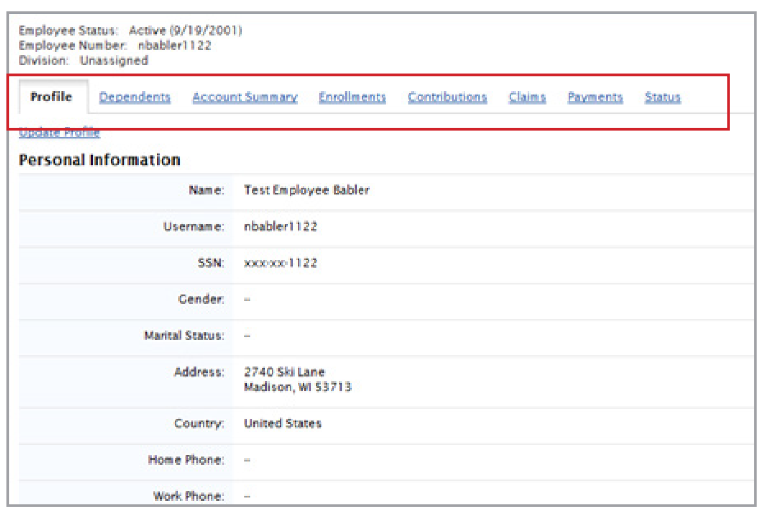


Employee Search

To view employee account information, click the Employees tab and search for the employee by entering the employee information in the quick search box or select View All Employees.

When viewing the employee list, click on the employee's last name to select the employee. This will take you to the employees Profile page. Click on any of the links at the top of the page to see specific Plan information for the employee.





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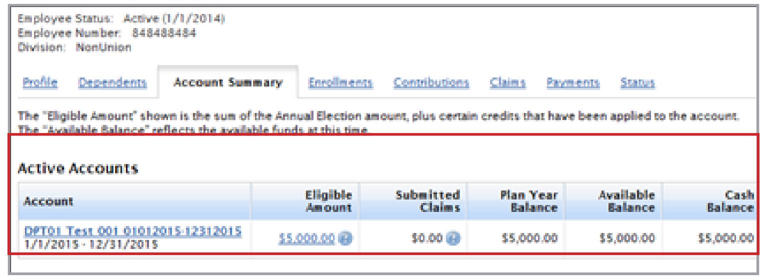
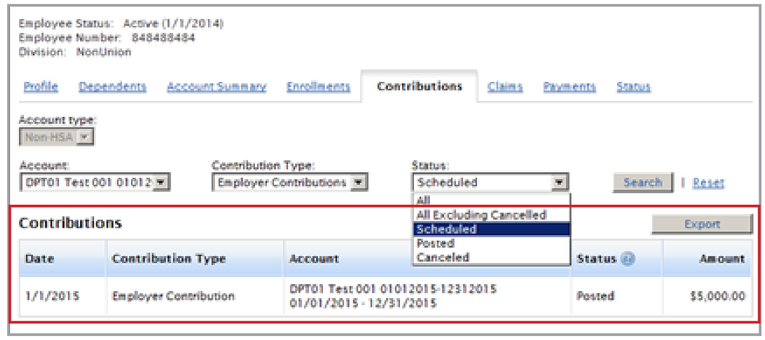
Account Summary

The Account Summary shows the Participant's Plan summary information. Click on the account name to see the Participant's claims submitted.



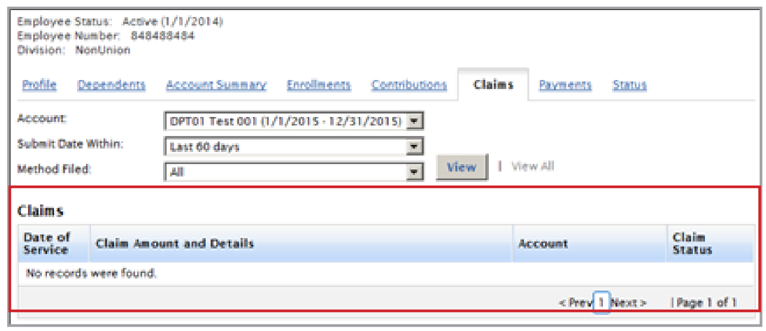
Contributions

The Contributions view defaults to all. Choose the Account name, Contribution Type and Status to view specific contributions.



Claims

Select an individual account, the submitted date range and/or method filed to view specific claims.



Need help?

If you have any questions or concerns while using the online administration system, please submit a MyService Request (from www.tasconline.com, click Contact Us) or call Customer Care at 608-241-1900 or toll-free 800-422-4661. We're always happy to help!

TASC®