

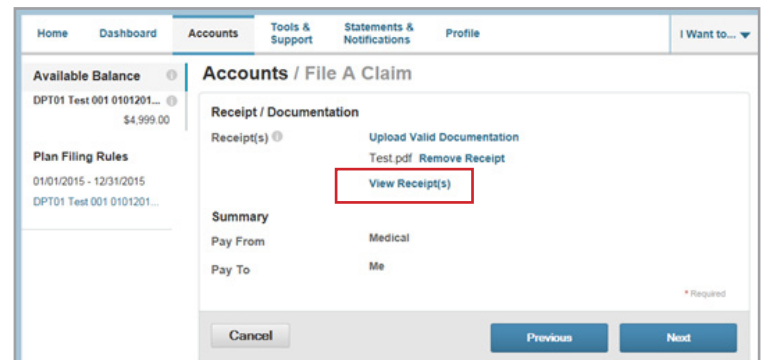
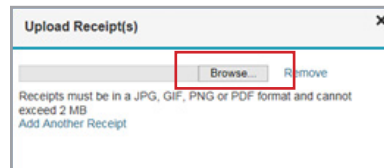
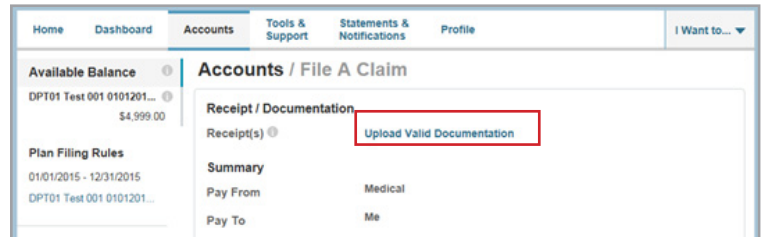
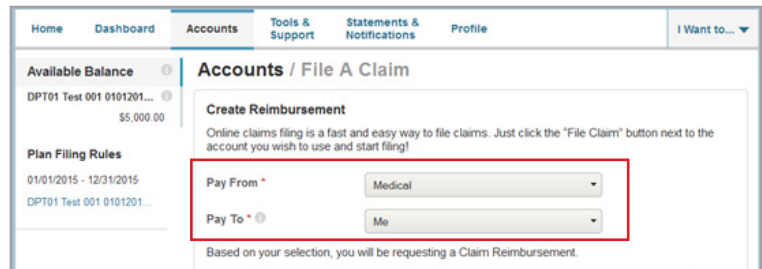
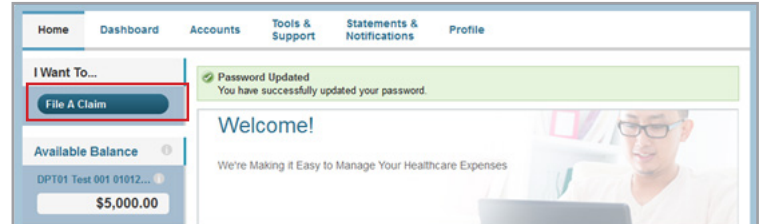
Claims submission is efficient and hassle-free

Follow these easy steps:

Log in to your online benefits account at <https://partners.tasconline.com/tasc1ppt> using your username and password. On the left navigation, click File A Claim.

1. Select the account to pay from and payee and click Next.
2. Click Upload Valid Documentation, click Browse, attach your claim documentation, and click Submit. You may click View Receipts to verify the correct document was uploaded. Click Next to complete the upload process.

IMPORTANT: Claims submitted without substantiation are not processed until substantiation is received.



- Enter the service start and service end date.
NOTE: Each claim line item must be individually entered. Multiple claims submitted as one claim will be denied.
- Enter the claim amount.
NOTE: This is the amount that is eligible for reimbursement from the Plan. This is not the total amount of the claim billed to the insurance carrier.
- Enter the Provider.
- Choose the service Category code and Type from the dropdown lists.
- Enter a Description (this is required for a category of Other or Over-the-Counter).
- Select the Recipient (the person that received the service). If the correct recipient is not listed, select Add Dependent to add the dependent. Complete the Dependent Information and select Next.

Accounts / File A Claim

Claim Details

Start Date of Service * 11/2/2015

End Date of Service 11/2/2015

Amount * \$ 10.00

Provider * Dr. Sims

Category * Medical Expenses

Type * Medical Copay

Description

Recipient * Jared Karen

Add Dependent

Summary

Pay From Medical

- At this point, you may edit the claim submitted by selecting Update. You may also add another claim by selecting Add Another and select Submit when finished.

Add Dependent

Dependent Information

Name * First Name MI Last Name

SSN * - -

Birth Date * mm/dd/yyyy

Gender * Male Female

Full Time Student * Yes No

Relationship * Select a relationship...

Dependents added will be enrolled in the medical and dependent care plans in which you are enrolled. Please contact your administrator to enroll a dependent in an HRA plan.

Submit

- Upon submission of claims, a confirmation screen will display with the submitted claim information.

Accounts / Transaction Summary

Transaction Summary (1)

From	To	Expense	Amount	Approved Amount	
DPT01 Test 001 01012015-12312015	Me	Medical Copay	\$10.00	\$10.00	Remove Update
Total Amount			\$10.00	\$10.00	

Update

Accounts / Transaction Confirmation

Confirmation

Successfully Submitted

From	To	Amount	Approved Amount	Receipt Status
DPT01 Test 001 01012015-12312015	Me	\$10.00	\$10.00	Uploaded(1) Upload another Receipt
Total Approved Amount			\$10.00	