

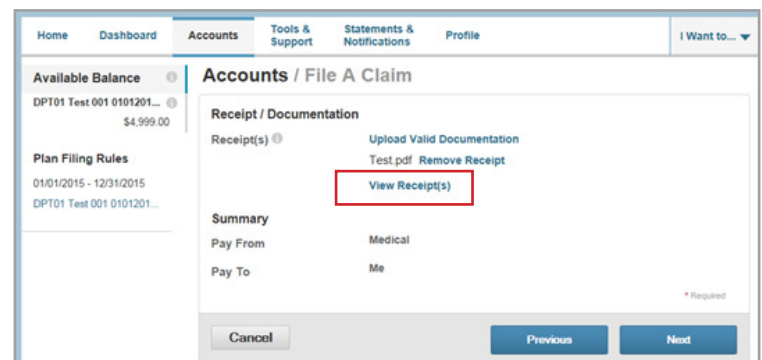
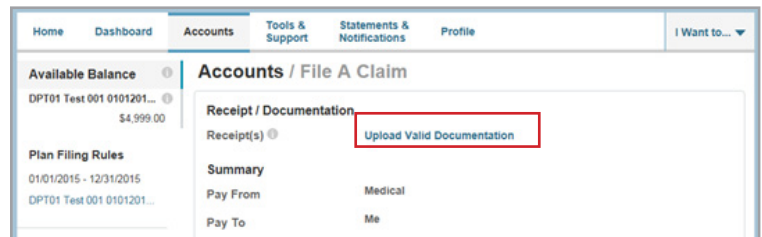
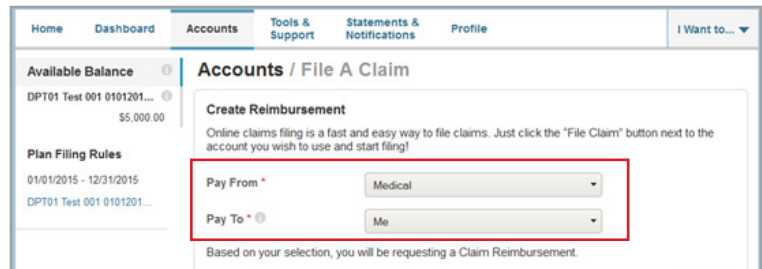
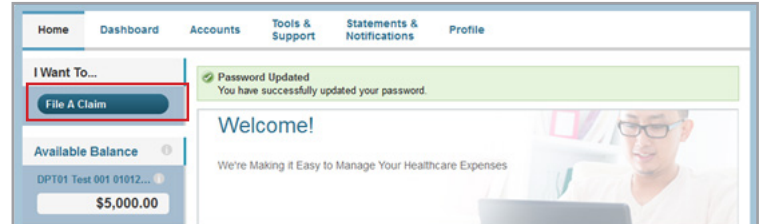
Claims submission is efficient and hassle-free

Follow these easy steps:

Log in to your online HRA account at www.tasconline.com 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.



3. 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.
4. 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.
5. Enter the Provider.
6. Choose the service Category code and Type from the dropdown lists.
7. Enter a Description (this is required for a category of Other or Over-the-Counter).
8. Select the Recipient (the person that received the service). If the correct recipient is not listed, contact your employer to add eligible dependents.
9. 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.

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

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	

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	