

# 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 [www.tasconline.com](http://www.tasconline.com) and log in to your MyTASC account using your username and password. (If you do not know your password, click Forgot Password). From the MyTASC homepage, select Log in to HRA, and then enter your HRA Client Website credentials. This will take you to the HRA administration pages.

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

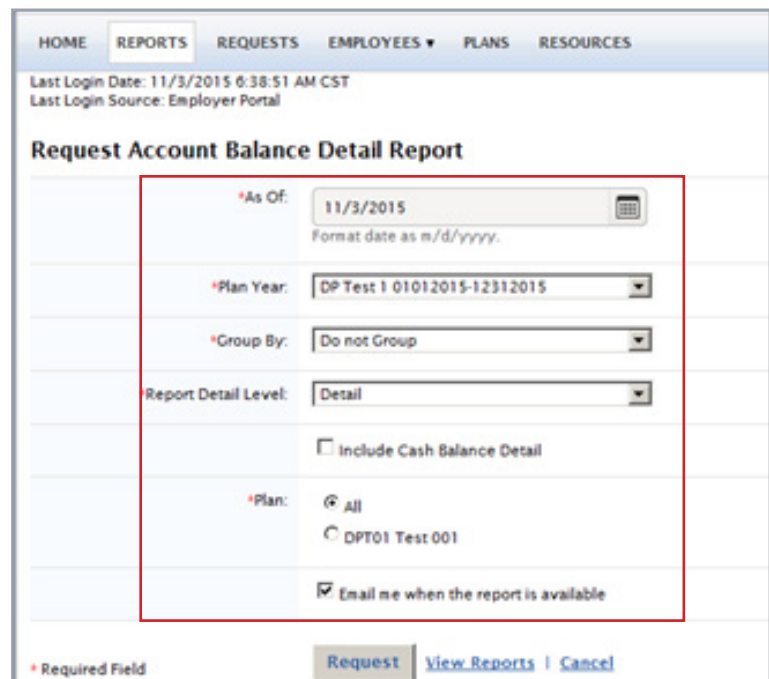
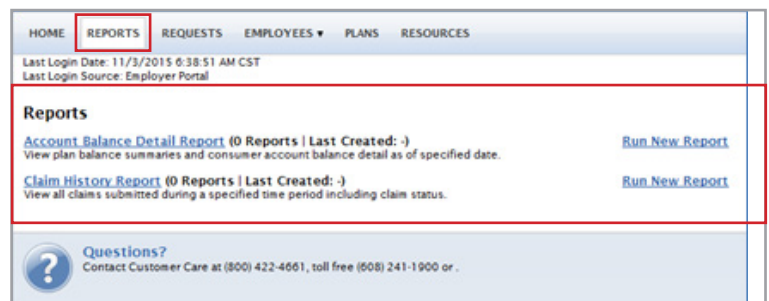
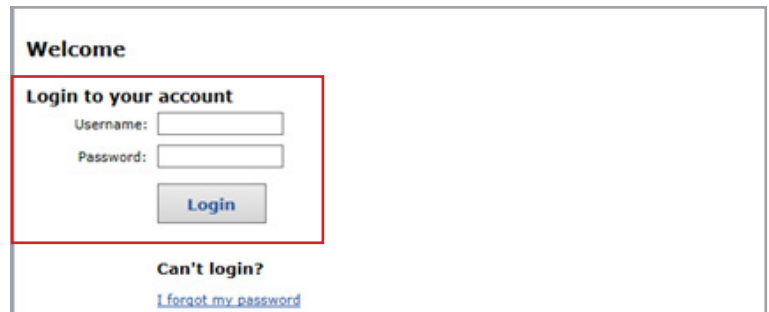
Your home page will show any recently created reports. To view the report, simply click on the name of the report.

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.



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.

HOME REPORTS REQUESTS EMPLOYEES PLANS RESOURCES

Last Login Date: 11/3/2015 6:38:51 AM CST  
Last Login Source: Employer Portal

### Request Claim History Report

\*Report Format:  PDF  EXCEL  DataFile

\*Plan Year: DP Test 1 01012015-12312015

\*Start Date: 11/3/2015  
Format date as m/d/yyyy.

\*End Date: 11/3/2015  
Format date as m/d/yyyy.

\*Group By: Do not Group

Include Additional Information:  Yes  No

\*Plan:  All  
 DPT01 Test 001

Email me when the report is available

\* Required Field  [View Reports](#) | [Cancel](#)

REPORTS REQUESTS EMPLOYEES PLANS RESOURCES

11/3/2015 6:38:51 AM  
Employer Portal

[View All Employees](#)

### Employees

Search Employees

Last Name:

First Name:

Employee Number:

Employee Status: Active

Recently Viewed Employees  
Up to 5 of the most recently viewed employees will appear here as you view employees.

Employee Status: Active (9/19/2011)  
Employee Number: nbabler1122  
Division: Unassigned

[Profile](#) [Dependents](#) [Account Summary](#) [Enrollments](#) [Contributions](#) [Claims](#) [Payments](#) [Status](#)

[Update Profile](#)

### Personal Information

Name:	Test Employee Babler
Username:	nbabler1122
SSN:	xxxxxx-1122
Gender:	-
Marital Status:	-
Address:	2740 Ski Lane Madison, WI 53713
Country:	United States
Home Phone:	-
Work Phone:	-

Continued on next page...



## Account Summary

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

Employee Status: Active (1/1/2014)  
Employee Number: 848488484  
Division: NonUnion

Profile Dependents **Account Summary** Enrollments Contributions Claims Payments Status

The "Eligible Amount" shown is the sum of the Annual Election amount, plus certain credits that have been applied to the account.  
The "Available Balance" reflects the available funds at this time.

Account	Eligible Amount	Submitted Claims	Plan Year Balance	Available Balance	Cash Balance
DPT01 Test 001 01012015-12312015 1/1/2015 - 12/31/2015	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00

## Contributions

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

Employee Status: Active (1/1/2014)  
Employee Number: 848488484  
Division: NonUnion

Profile Dependents Account Summary Enrollments **Contributions** Claims Payments Status

Account type: Non-HSA

Account: DPT01 Test 001 01012 Contribution Type: Employer Contributions Status: Scheduled Search Reset

Date	Contribution Type	Account	Status	Amount
1/1/2015	Employer Contribution	DPT01 Test 001 01012015-12312015 01/01/2015 - 12/31/2015	Posted	\$5,000.00

## Claims

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

Employee Status: Active (1/1/2014)  
Employee Number: 848488484  
Division: NonUnion

Profile Dependents Account Summary Enrollments Contributions **Claims** Payments Status

Account: DPT01 Test 001 (1/1/2015 - 12/31/2015)  
Submit Date Within: Last 60 days  
Method Filed: All View View All

Date of Service	Claim Amount and Details	Account	Claim Status
No records were found.			

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## 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!