ACCESSING BENEFIT ACCOUNT FUNDS

TASC offers multiple options to access benefit account funds.

OPTION
1 **Paid out of pocket?** If you paid out of pocket for an eligible expense, 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**.

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

OPTION
2 **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**.

2 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. Using our website or mobile app, transfer funds from MyCash to a personal checking or savings account anytime from anywhere.

One-time

1. Select the **MyCash Balance** menu and click **Transfer balance**.
2. Select your bank account (or add a new account) and click **Next**.
3. Enter the transfer amount and click **Next**.
4. Review the transfer and click **Submit**.

Recurring

1. Select the **MyCash Balance** menu and click **Schedule a balance transfer**.
2. Select when you want the transfer to happen.
3. Select your bank account (or add a new account) and click **Next**.
4. Enter the transfer threshold or date and click **Next**.
5. Review the schedule and click **Submit**.

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