ACCESSING YOUR ONLINE ACCOUNT & ACTIVATING YOUR CLAIM CARD

FLEXIBLE SPENDING ACCOUNT ADMINISTRATION CHANGES

How to Access Your New MyTASC Online Account

All participants must have an email address on file to access their online account.
If TASC does not have your email address on file, you will need to call Customer Service at 1-800-422-4661 to activate your Claim Card and set up your online account.

Activating your Claim Card

You may activate your claim card by logging onto MyTASC (www.tasconline.com), click TASC Card Management, then Activate. If you do not have an active email address in MyTASC, to activate your claim card please call Customer Service at 1-800-422-4661 between the hours of 8:00 am – 5:00 pm in your time zone.

Accessing Your Online Account

When you call Customer Service to activate your Claim Card, if you do not have an email address listed in your profile you will be asked to add **an email address.** Customer Service will assist you with setting up an email address should you not have one. Once the customer service representative enters your email address in your MyTASC Profile account, an email with a link will be sent to the email address provided or set up. Click on the **validate email** link that is emailed to you. Log onto www.tasconline.com. Enter your 12 digit TASC ID (located on your blue TASC Claim Card) and click **Forgot Password**. This will prompt you to set up a password for your online account.

Reimbursement Request Form

Each participant's Request for Reimbursement Form is customized and is included in the Participant Welcome Kit you will receive. To access your Request for Reimbursement Form online log onto your online account. On the left hand side click the **Download Request for Reimbursement Form** to print or save as a PDF, or you may click **Request a Request for Reimbursement Form** to have the form emailed to you. Please note the Request for Reimbursement Forms will not be available for download until your account goes live.

Your Online Account

From the **Profile** link, you may update your demographic information. If you would like to enable text message notifications, you may enter your mobile number.

Click the **Direct Deposit** link to set up direct deposit for manual claims.

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