

Employee FSA New Debit Card Checklist



Blackout Period

Blackout Dates:

10/19/14 to 10/31/14

If you currently use the Benny Card to access your account you will experience a brief blackout period while we transfer your account information to the new TASC MasterCard. During this time, you will be unable to use your Benny Card or submit requests for reimbursement. You may still incur expenses, but simply must wait to submit them for reimbursement until your plan is active under the new processing system called "FlexSystem".

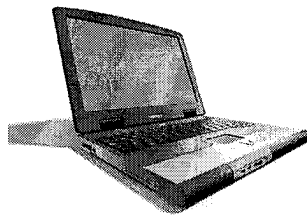


Receive Welcome Kit

Our new debit card vendor (TASC) will send a **Welcome Kit** which includes a Participant Reference Guide containing helpful instructions on how to set up your FlexSystem account in the new MyTASC web portal and much more.

This Welcome Kit contains your TASC ID. Please save it for future reference. (Your TASC Card also contains your TASC ID.)

If you do not receive a Welcome Kit, call Customer Care toll-free at **800-422-4661**.



Log in to MyTASC

Online account management:
www.tasconline.com

Log in to MyTASC using your Username (12-digit TASC ID) & Password (link provided in your Welcome Email). An email is required to access MyTASC.

MyTASC is the place to go for your online management needs:

- Elect text and/or email Auto Notifications (from Profile).
- View account balance(s).
- Submit online reimbursement requests.
- Manage TASC Card account.
- Manage MyCash reimbursements.

You can do everything you need to do online at your convenience.



Set up Auto Notifications

From your Participant Manager in the MyTASC web portal, click Profile to elect auto notifications by email or text. Enter your email and mobile phone number and check the notifications you wish to receive.

Text and Email Notifications

- Check or Direct Deposit Sent.
- MyCash Deposit Sent.
- Request for Reimbursement Received.
- Request for Reimbursement Denied.
- Veriflex Received.

Two-way Text Messaging

- Request your current account balance.
- Request a reimbursement.
- Receive automated reimbursement status alerts.

Proactive service notifications keep you informed of critical event timing.



Receive TASC Card

Your TASC Card will be issued to your home address in a plain white envelope.

- Pays eligible expenses at the point of purchase.
- Eliminates need to submit requests for reimbursement.
- For healthcare, dependent care, and/or transportation FSA.
- Contains 12-digit TASC ID.
- Good for three years—so hang onto it!
- Access to two accounts on one card: MyBenefits and MyCash.
- MyCash access via swipe, ATM, or transfer to a personal account.
- Online TASC Card management.
- Online MyCash Manager.



Swipe your TASC Card

The TASC Card allows you to pay for eligible expenses when the service is provided or when an eligible product is purchased.

When you incur an eligible FSA expense, simply swipe your TASC Card. The card pays for and substantiates most eligible expenses at the point of purchase - eliminating the need to submit reimbursement requests.

All TASC Card transactions and services must occur within the Plan Year.

Your TASC Card is good for three years - so hang onto it even if your funds are depleted. Your card will be reloaded at the beginning of each Plan Year.





Download MyTASC Mobile Application

Access your account information and submit requests for reimbursement from anywhere at any time with the MyTASC Mobile App.

- Secure login.
- Login memory for fast access.
- Real-time account balances.
- Plan information, eligibility dates, reimbursement and contribution totals, and annual election amounts.
- Ability to submit requests for reimbursement.
- Ability to submit substantiation using device camera.

FREE download!



Incur Eligible Expenses

Examples of Medical Expenses

- Acupuncture.
- Birthing classes/Lamaze.
- Blood pressure monitor.
- Braces and orthodontics.
- Chiropractic services.
- Contact lenses and solutions.
- Crutches.
- Dental cleanings, fillings, dentures.
- Eye exams and eye glasses.
- Flu shots.
- Hearing aids.
- Insulin.
- Laser eye surgery.
- Medical supplies.
- Physician's fees and hospital services.
- Prescription drugs and medications.
- Vaccinations.

Examples of Dependent Care Expenses

- Day camp (primary purpose must be custodial care and not educational in nature).
- Dependent care expenses that are necessary for you (and your spouse) to work, actively look for work, or attend school full-time.
- Dependent care expenses for a child under age 13.
- FICA/FUTA taxes of day care provider.
- Nanny expenses attributed to dependent care.
- Nursery school (pre-school).
- Registration fees (when allocated to dependent services that have been provided).



Submit a Request for Reimbursement

On those rare occasions when you do not use your TASC Card to pay for an eligible employee benefits expense, simply submit a request for reimbursement.

- MyTASC Mobile App.
- Online Request for Reimbursement Wizard in MyTASC (www.tasconline.com).

Requests are processed daily. When you submit a request for reimbursement for an eligible employee benefits expense, your approved reimbursement will be deposited directly into your MyCash account - usually within 24-48 hours.

WHAT IS MYCASH?

MyCash is an account that holds your reimbursement funds. All reimbursements are deposited into your MyCash account and are disbursed via the TASC Card or MyCash Manager.



Manage your MyCash

You can access your MyCash funds in three ways:

- Swipe your TASC Card at any merchant that accepts MasterCard.
- Withdraw at an ATM (with a PIN) using your TASC Card.
- Transfer to a personal bank account (direct deposit) via MyCash Manager.

It's easy to manage your MyCash funds from the MyCash Manager within MyTASC.

- View recent activity.
- View TASC Card information: reissue a card, request a PIN, view allowed benefits, request a dependent card, and view card history.
- Save your bank account details so you can easily schedule transfers.
- Set up quick, one-time, recurring, or automatic transfers.



Need help? Contact Customer Care

Customer Care Specialists available 8-5, M-F, all time zones

- About 100 Customer Care Specialists.
- Automatic user-recognition when phone number is on file.
- Advanced phone technologies.

Interactive Voice Response system, 24/7

- Obtain account balances.
- Activate TASC Card.
- Check claim status.

MyService Requests, 24/7

- Answers to FAQs.
- Directs requests to product experts.
- Addressed within 24-48 hours.

