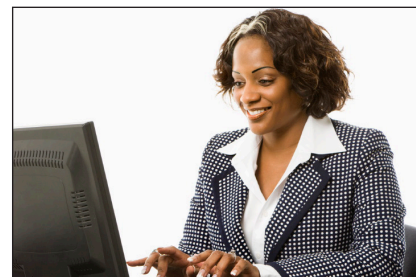# FlexSystem®

Online Request for Reimbursement

Submit a request with substantiation in seconds

This handy online request form makes the claims submittal process much easier, faster, and more accurate than hand-written forms. You can upload receipts online at your convenience—*no more faxing or mailing receipts!*

FlexSystem Participants now have two easy ways to submit requests for reimbursement *along with substantiation* in one simple action: the online Request for Reimbursement form in MyTASC and the MyTASC Mobile App (for Apple, Android, and Kindle devices). Either way, it takes only a minute to submit a completed claim from start to finish.

Hundreds of thousands of Participants are enjoying the convenience and ease of online reimbursement requests! With the click of a button, the request for reimbursement is instantly in our hands for processing; no need to wonder if a faxed form reached us or not.

This innovative tool makes it easier than ever to manage your claims.

To submit a claim

1. Log in to your MyTASC account (www.tasconline.com) and click Request a Reimbursement from the home page or MyBenefits tab.
2. Create Your Request(s): Enter Service Type, Submitted For, Date, Description, Provider, and Amount Requested.
3. Add Documentation: Drag and drop or upload a file (up to 5 MB in a JPG, PNG, TIFF, or PDF format) of your receipt(s).
4. Submit Request: Review your current request, then Add Another Request or, if finished, click Submit Request(s).
5. Your reimbursement will be back in your hands within 24-48 hours.

To submit substantiation for an existing claim

1. Click View Account Overview in MyTASC.
2. Click the Requests tab to view account transactions per benefit.
3. If the Status says Receipts Required, click the magnifying glass under View Details.
4. Attach documentation by uploading your receipt.

Request for Reimbursement

1 CREATE YOUR REQUEST(S)

Service Type: Select one
Submitted for: Select one
Date:
Description:
Provider:
Amount Requested: $

CLEAR FORM CONTINUE

2 UPLOAD YOUR RECEIPT(S), REVIEW and SUBMIT YOUR REQUESTS

Create a Request First

By clicking "Submit Requests", I state that I have read, understand, and agree to the authorization.

SUBMIT REQUESTS CLEAR ALL