Online Enrollment Guide

Welcome! This guide will help you to enroll in your Employee Reimbursement Accounts online. Just follow the steps below and you'll be done in no time.

1) Log In and Get Started!

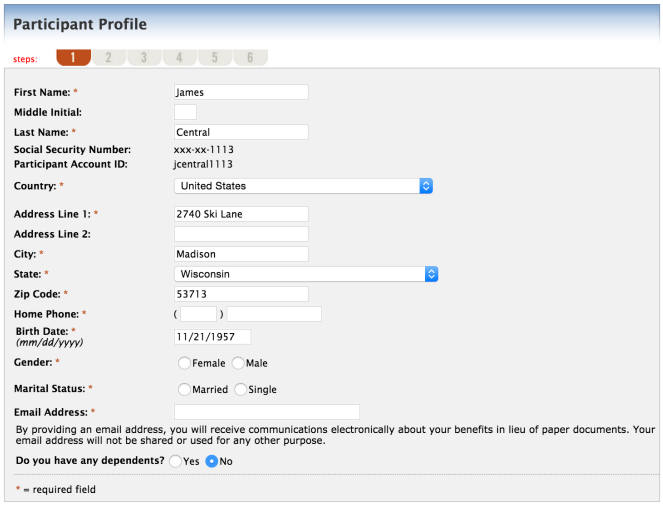
Go to https://partners.tasconline.com/ETFEmployee and log in. Use the following for first time login:

Username: First initial of first name + full last name + dob (mmddyy) + lass 4 digits of SSN
example: jsmith0315815643
Password: First initial of first name + full last name + dob (mmddyy) + lass 4 digits of SSN
example: jsmith0315815643 (same as username)

Click "Enroll Now" to begin enrollment. On the next page, choose "Begin Your Enrollment Now"

2) Verify Information and Add Dependents

Next, verify the information we have about you, and make additions and changes right on this page. Choose "Yes" at the bottom of the page if you have qualifying spouse and/or dependents. You will be required to provide an email address and phone number.

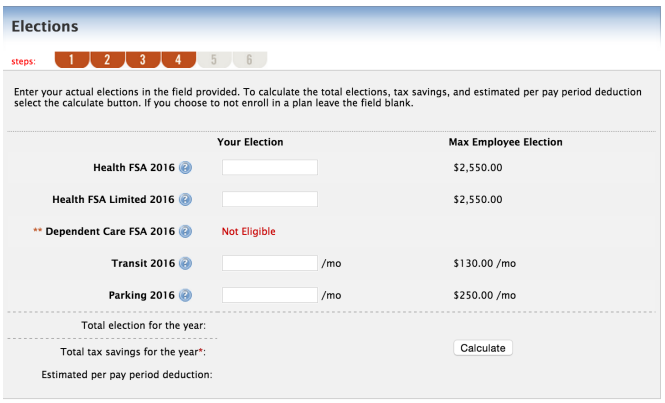


3) Review Plan Rules

Review the rules of each account, and check the box indicating that you have read and understand them. Click "Continue." NOTE: You have to check the box under each plan on the screen, even if you do not enroll in it.

4) Make Your Elections

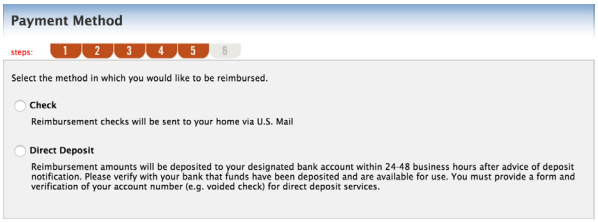
Type the amount you would like to elect for each account in the space provided. NOTE: FSA and HSA amounts should be ANNUAL. Parking/Transit should be MONTHLY. Click "Calculate" to see your total elections, approximate tax savings and payroll deduction amount. You may change your elections and click "Calculate" to try out different election amounts. Click "Continue" when you have decided on your final election amounts. You may leave the Your Election field blank for accounts that you do not wish to enroll in.

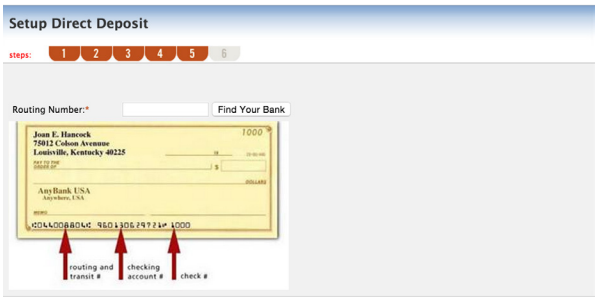


5) Choose An Alternate Reimbursement Method

You will receive a debit card to use for your FSA and HSA expenses, but you may choose an alternate reimbursement method. For faster reimbursements, we recommend Direct Deposit. Select the reimbursement method you prefer and then click "Continue".

If you select Direct Deposit you have the option to complete the direct deposit information online or to submit a form at a later time. To set up direct deposit online, enter the routing number and account number for your desired bank account.

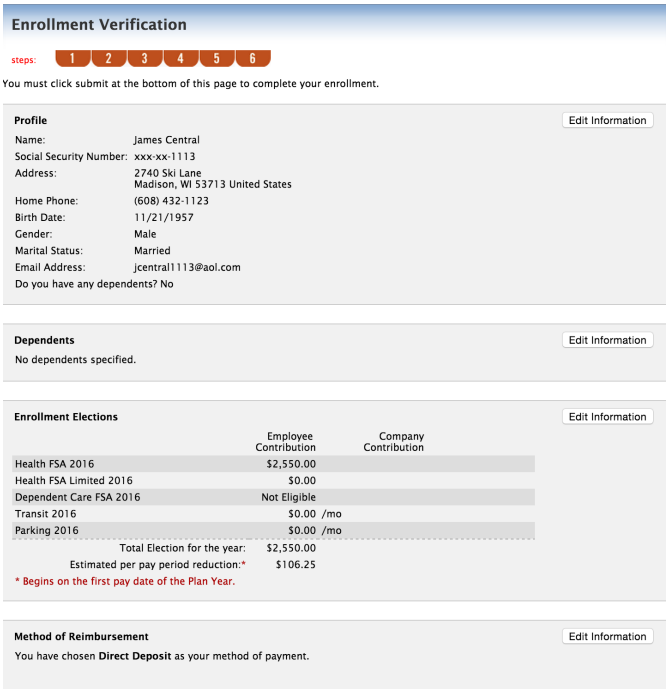




6) Verify, Submit and Print

Review your personal profile, dependents and election information. You may make changes by choosing "Edit Information." When you have everything entered correctly, choose "Submit" to complete your enrollment.

Print the Enrollment Confirmation page for your records. Your payroll deductions will start with your first paycheck of the plan year and you may begin filing claims on the first day of your plan year. Please refer to the Participant Guide for detailed instructions on filing claims, checking your account balance, claim history and payment history.



You are now enrolled for the new plan year! You will be able to log in and check your account balances, check claim status, view plan documents, and get helpful plan guides. You will be mailed a debit card in December 2015.

We're excited to serve you in the upcoming plan year! If you have any questions regarding the online enrollment process, please call 1-844-786-3947.

TASC®

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