

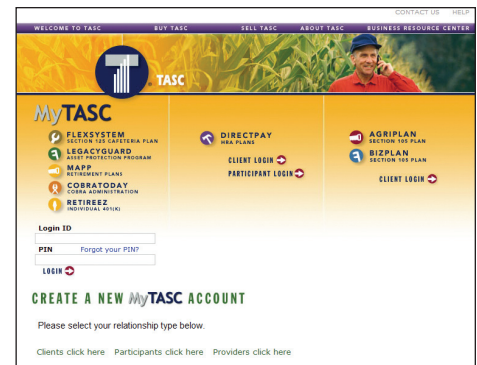
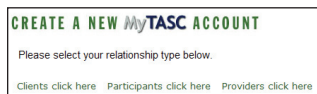
# MyTASC Login Instructions

One of the many enhancements of the new MyTASC Online Plan Administration System is more robust security. Your financial and medical information is private; security of this information is a top priority. MyTASC provides you with the peace-of-mind of knowing that this information is secure.

With MyTASC all users are assigned a system-generated, unique twelve-digit **TASC Identification Number (ID)** and six-digit **Personal Identification Number (PIN)**.

## Creating Your MyTASC Account

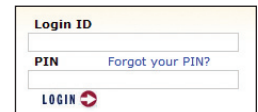
1. Visit [www.tasconline.com](http://www.tasconline.com).
2. Click on the **Login** box in the lower left-hand corner.
3. Click on the appropriate Relationship type listed under “Create A New MyTASC Account”.
4. Enter your current ID and PIN:
  - Clients: Three or Four-character ID and six-digit PIN
  - Participants: Nine-digit ID and six-digit PIN. (You must also enter a valid e-mail address.)
  - Providers: Nine-character ID and six-digit PIN



## Logging In

After completing the above steps new twelve-digit TASC ID and six-digit PIN is **e-mailed** to the e-mail address we have on file for you.

1. Retrieve this new login information from your e-mail and return to [www.tasconline.com](http://www.tasconline.com).
2. Click on Login.
3. Enter your new twelve-digit ID and six-digit PIN in the appropriate fields. This will provide you access to your new MyTASC homepage.



## Personal Login ID

For your convenience MyTASC allows you to create a personal Login ID. Having a Login ID will make logging in more convenient as you may enter this instead of your twelve-digit ID. To create a personal Login ID:

1. Click on **Profile** on your homepage.
2. Click on **Change** next to the grayed-out twelve digit TASC ID.
3. Enter a new Login ID in the Script Prompt box at the top of your screen.  
(**NOTE: YOUR LOGIN ID MUST BE UNIQUE.** We recommend using your e-mail address as your Login ID. For example, “john.doe@abccompany.com”.)
4. Click OK.



A browser dialog box will pop-up letting you know if your Login ID was successfully assigned. *When logging on in the future you may enter your Login ID and your six-digit PIN.*

## Questions

If you do not have an e-mail address, or have any other questions about how to create your new TASC ID, PIN, or Login ID, please contact our **Contact Center at 1-800-422-4661, or via e-mail at [service@tasconline.com](mailto:service@tasconline.com)**.