How Do I Mark a Task as Complete?

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Tasks which require you to submit form information, complete an e-filing, or upload data such as the Online Questionnaire or Census may require you to mark a task as complete. Tasks such as reading a message from your plan administrator, or downloading a document uploaded to the Portal may not be automatically completed based on settings by your plan administrator. You may also receive reminder emails to complete the task until the task has been marked as closed

To close tasks, you can click your username in the top right corner, then select the tasks form the ToDo list, then click 'Mark Tasks as Completed'.

Or, as you complete a task which does not automatically complete, you will see an option to mark the task as complete at the bottom of the screen. Select this option before completing the task to mark it as complete