

## Good News Regarding FSA Claim Filing!

You now have the ability to upload FSA claim forms and receipts on our website www.myrsc.com. Below you will find a quick guide on how to use this brand new feature. If you do not have the ability to upload, you may still fax or email your claim the traditional way. We hope this added feature will provide more convenience when filing your claim.

## Online Claim Entry Receipt Upload

May 2012

Log on to www.myRSC.com.

1. Click the "Online Claims Entry" link or the icon.



2. Click "Start New Claim Form."

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3. Select the type of claim you wish to enter.

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Online Claims Entry	resource will fund the expense	se.
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Back to TPA site		
	Participant: Daisy Jane Howard	Date Created:
	118 Breckenridge Lane	Date Printed:
	Little Rock AR 72204	Date Received
		Add on Evennes
		Enter on ESA or HDA Medical Claim
		Enter a Dependent Care Claim
		Enter a Posting Claim
		Enter a Transit Claim
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	Date Entered Type Receipt/EOB Numb	er Claimant Relationship Begin Service Date End Service Date Amount Service Provider
	Claims: 0 Total: \$0.00	
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	After entering all your claims you must pri	int the receipt cover sheet and fax it with your receipts to receive reimbursement.

- 4. You may choose to "Submit Online" or "Fax."
- 5. Choosing to "Submit Online" allows you to upload the receipt in the form of a pdf document, bmp, gif, png, or jpg file.
  - If you choose to "Submit Online" you will not have to print and fax.
  - You can still choose to print and fax the forms by selecting the "Fax" option.
- 6. To upload the receipt, click browse, locate the pdf, bmp, gif, png or jpg file.

Enrollment	Entor o Claim				
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Life Events					
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	51010				

7. Click "OK" when asked to verify the upload.

Message from we	bpage 🛛 🔀
Upload Dr	SchmoeReceipt.pdf?
ОК	Cancel

8. You can click the "View" link to view the file you uploaded and make sure it is readable.

Enrollment Fulfillment	Enter a Claim					
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- 9. Complete the claim fields and click "Save the Claim." You cannot save unless you have attached a receipt, if you have selected "Submit Online."
- 10. You can continue to enter claims and upload/attach receipts until you click "Submit the Claim Form Online." You may see the below message on step #4. It is NOT necessary to fax the receipts if you choose to upload.

claim is complete form to come bac receipt cover You mu provided in or	to add and/or e . Once finished k to and edit lat page and fax it st fax this form der to receive a	idit clain you car ter OR y in with y to the n	n expenses ur n save your cla you can print t your receipts. umber confirmation	ntil aim he						
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	Claim Ex				Add an Expense Enter an FSA or HRA Medical Claim Enter a Dependent Care Claim Enter a Parking Claim Enter a Transit Claim					
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	Claims: 1 After enter	Total: \$ ing all yc	89.90 our claims you i	must print the receipt	cover sheet a	nd fax it with	n your receij	ots to rec	eive reimbursement	1

11. You will receive an email notifying you the claim is received.

Please call us if you have any questions regarding this new procedure. We will be happy to assist you!

Sincerely, TLC Administrators (800) 533-0113 (510) 795-0858 (fax)