

This guide provides instructions for *mySourceCard*™ holders to pay back their employers online through *myRSC.com* for “Money Due” transactions.

1. In order to repay a “Money Due” card transaction, first login to *myRSC* by going to www.myrsc.com.

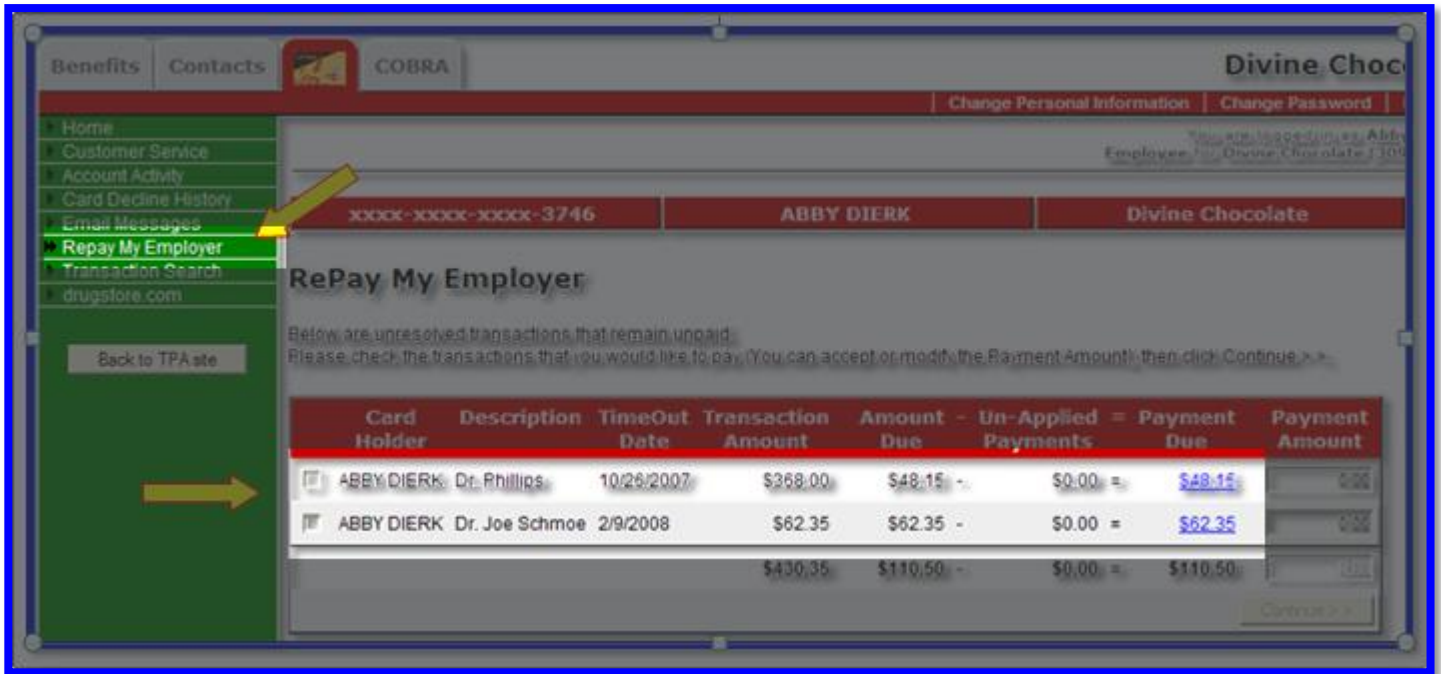


2. Once you have successfully logged in to *myRSC*, click on the *mySourceCard*™ tab. This tab will resemble your personal card.




- After selecting the *mySourceCard™* tab, select the “Repay my Employer” option listed on the banner on the left hand side of your screen. Once you select this option, a list of any and all card transactions with an amount that is owed on them will be displayed.*

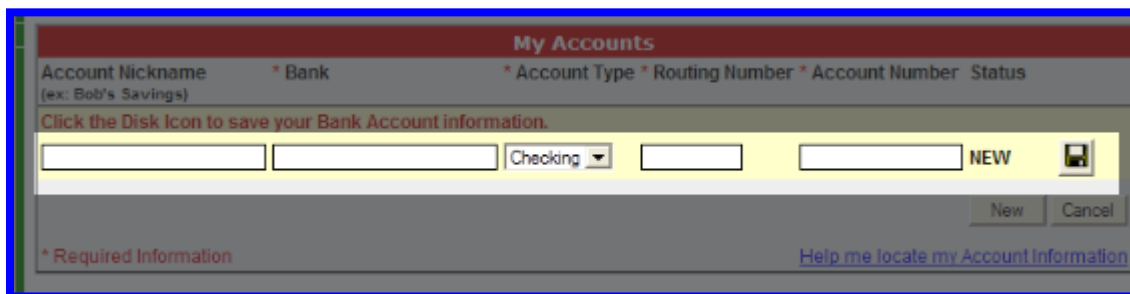
**Note: If no transactions are listed then either all transactions have been resolved through substantiation through your employer sponsored benefit, prior paybacks have already been applied or MBA has not yet adjudicated the claim associated with the card swipe and deemed that money for non-qualified expenses are owed.*



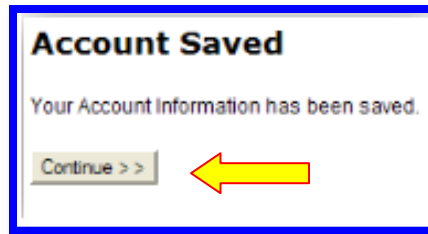
- Select which transactions you would like to pay back by checking the box next to the card holder’s name.* Once you have made your selection, click the **My Accounts** button below the transaction menu to set up an account for making online payments.


**Online payments made before 12:00 P.M. CST, Monday through Friday, will post to your account the same day.*

- To set up a new account, enter the requested information and save by clicking on the disk icon. 



6. After your new account is entered and saved, click **Continue**.



7. Now that you have setup your account you can complete the payback process. Close the 'My Accounts' menu by clicking .
8. Your payback information will display below the transaction details. Verify that the banking information is correct and that you have selected all desired transactions. If everything is correct, complete the payback process by selecting **Make Payment**.

Card Holder	Description	TimeOut Date	Transaction Amount	Amount Due	-	Un-Applied Payments	=	Payment Due	Payment Amount
<input checked="" type="checkbox"/> ABBY DIERK	Dr. Phillips	10/26/2007	\$368.00	\$48.15	-	\$0.00	=	\$48.15	48.15
<input checked="" type="checkbox"/> ABBY DIERK	Dr. Joe Schmoe	2/9/2008	\$62.35	\$62.35	-	\$0.00	=	\$62.35	62.35
			\$430.35	\$110.50	-	\$0.00	=	\$110.50	110.50

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Online payments made before 12:00 P.M. CST, Monday through Friday, will post to your account the same day. Funds will be available the next day.

Pay from this Account: Dude My Accounts

ABBY DIERK
1601 WESPARK DR
SUITE 10
LITTLE ROCK, AR 72204 4/1/2008

PAY TO THE ORDER OF DIVINE CHOCOLATE \$

BANK NAME

ROUTING NUMBER ACCOUNT NUMBER ACCOUNT

[Make Payment](#)