

Online Account Access – myRSC.com

Your online account gives you 24 / 7 access to your FSA / HRA account. You can find the following information:

- Account Balance
- Transaction History
- Pending Transaction
- Account Payment Notices
- Status of Debit Card transactions

www.myrsc.com

You can login by:

1. Use myRSC temporary Login ID and Employer Code (provided to you in a separate memo).
Complete the INITIAL Login information (set up password, answer security questions, etc).

Please Note: If you have created a Login/Password previously, you do not need to proceed with registering on www.myRSC.com. Simply login to your account as usual. If you are unable to remember your login/password, please email MBA at flex@mba-admin.com or buydown@mba-admin.com for assistance.



The left side of your Welcome Page has menu options to provide you with resources and access to your online account information.

MENU TABS:

| | |
|-------------------------------------|---|
| Home | Home / Welcome Page |
| Reimbursement Accounts | Displays the FSA, DCA, HRA and Buydown Accounts in which you are a participant. You can click each account to drill down into more specific account transactions and data relating to your account. |
| Calculators | An online resource to help calculate the tax advantages of participating in an FSA or HRA account. |
| Enrollment | Option for online enrollment (DURING your annual Open Enrollment Period) and also to make personal changes and direct deposit changes. |
| Documents | Resource of Plan Documents and other materials useful and relevant to your FSA and/or HRA Plan. |
| Forms | Resource of downloadable forms for use with your FSA and/or HRA Account. |
| Life Events | Describes qualifying life events that might allow you to make a change to your FSA Annual Elections. |
| Q&A | Resource of commonly asked Questions. |
| Personal Information Changes | Allows you to view and research past personal information changes that you have completed online. |
| mySource Debit Card TAB | Only Available if your Employer offers the Debit Card. Click this Tab to display items relating to your FSA / HRA Debit Card, if offered by your employer. |
| Contacts TAB | Click this Tab to view your Employer contact information and MBA Administrators contact information. |

Reimbursement Accounts – Detail of your transactions, account balance, claims status, etc.

Reimbursement Accounts:

Click this heading and you are directed to a Summary Page of your Plans/Accounts administered by MBA Administrators. You can view your balance and status of account information for all Plans.

CALCULATOR – Online Resource Tool for your use!

ENROLLMENT
 Update your Personal Information and Direct Deposit Banking information!

Change Personal Information

You can update your personal information at any time to ensure accuracy of your account – mailing address, e-mail address, phone, etc.

Update Direct Deposit Settings

If your Employer offers direct deposit, you have the ability to enter or change your direct deposit information online. Verify your bank name and appropriate account information so that direct deposit reimbursements are properly delivered.

DOCUMENTS
 Access your Plan Documents and other pertinent information.

FORMS
 Download forms for use with your FSA or HRA Plan.

Change Personal Information

Benefits Contacts

Change Personal Information Change Role Change Password

YOUR COMPANY

Change Personal Information

Please update your personal information, then click the Next button to continue. To cancel these changes, click the Cancel button. Fields in **bold** are required.

Personal Information

Salutation: (Mr., Mrs., Ms.)

First Name: SALLY M.I.: Last Name: TEST

Suffix: Gender: Male Female

Address 1: 123 Main St

Address 2:

City: Meridian State: Idaho Zip Code: 83642

Home Phone:

Primary Email: susiebrocke@sally@hotmail.com

Work Email:

Cancel Next

Update your personal information by selecting the menu header "Change Personal Information" on the right portion of the screen. You can keep MBA administrators system up to date to ensure timely delivery of your reimbursements checks and information.

Forgot Password Settings Logout

Change Password

We recommend that you choose a password that uses a combination of letters and numbers, and is between 8 and 12 characters in length. However, the only requirement is that your password is between 4 and 12 characters in length.

New password:

Confirm new password:

Cancel Save New Password

Change Password Update your password by selecting the menu header "Change Password" on the right portion of the screen.