

# Lamoille North Supervisory Union Cafeteria Plan

## Health Reimbursement Arrangement (HRA), Health Flex Spending Account (FSA) and Dependent Care

Welcome: Participation in this plan allows you access to *myRSC*, a password protected web site where you can keep up with various benefit news, including your year-to-date claims and payments.

To log in to *myRSC* for the first time, follow the steps below:

1. Go to [www.myrsc.com](http://www.myrsc.com).
2. Click **Register** under where it reads First Time Logging In?
3. Click on “**myRSC Temporary Login ID and Employer Code**”.
4. Enter your **Social Security Number** (no dashes or spaces) in the Login ID field and click **CONTINUE**.
5. Enter **72604956** in the Employer Code field and click **CONTINUE**.
6. Enter a login ID of your choice that is at least 6 but not more than 100 characters in length. Note: Since Social Security Numbers are no longer used as the login ID, the login ID you create may not be 9 characters.
7. Select an existing e-mail address or enter a new one to be used to e-mail forgotten passwords.
8. Enter a secret question or use a predefined secret question to prompt your memory of your password.
9. Enter the answer to the secret question.
10. Click **SUBMIT**.
11. Enter a new password in the New Password field.
12. Re-enter the password in the Confirm New Password field.
13. Click **CONFIRM PASSWORD**.
14. You are now logged into *myRSC*.

**NEW: Mobile App:** access your health Flexible Spending Account (FSA), Dependent Care Reimbursement Account, and Health Reimbursement Arrangement (HRA) information on your smart-phone, tablet or other mobile device with the “myRSC” app. Search for the App and download as you would any other app. Be sure to select the **red** myRSC app by DataPath, Inc.

**Filing Claims:** You can fax, email, mail or file your claims online. To file online, login to [myRSC.com](http://myRSC.com), click on “Online Claims Entry” and follow the steps to submit your claim. From your account, you also have the option to print your claim and submit via fax. *(When printing your claim, the print may not show due to your security settings. Click on the screen, “internet explorer blocked this site,” allow the program to run and then you will then be able to print.)* Fax the printout and a copy of your receipts to: (877) 828-9089. To email or mail your claim, send to Pam at the addresses below. You can also find the claim forms at [www.lnsu.org](http://www.lnsu.org), and attached here.

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