

1. Log into myrsc.com
If you do not have an account already, at the top right corner you will see a “register” button. Click and set up your login
2. Click on the “Online Claims Entry” Icon.



3. When in the Select your Benefits Resource click on the “Enter an FSA Medical Claim” in the Add an Expense box.



4. This will take you to the entering claim screen
Enter a Claim



How do you want to submit this claim? [Have questions?](#)

Submit Online
 Fax

Uploaded Receipts (other claims) [Have questions?](#)

Uploaded Receipts (this claim)

Upload Receipt:* No file chosen
Max Size: 100MB. Supported formats: pdf, bmp, gif, jpg, or png

Claim

Purchased With Personal Funds Purchased With mySourceCard



Receipt/EOB Number: [Have Questions?](#)

Claimant: [Have Questions?](#)

Date of Birth: [Have Questions?](#)

Relationship: [Have Questions?](#)

Service Dates:* - [Have Questions?](#)

Amount:* [Have Questions?](#)

Service/Expense:* [Have Questions?](#)

Provider Name: [Have Questions?](#)

Provider Tax ID: [Have Questions?](#)

Note: [Have Questions?](#)

***Required**

The submit Online should always be checked

Click on “Choose File” to upload claim receipt. You **no longer** need to add the request claim form with your receipt when submitting online.

The claim “Purchased with Personal Funds” should always be checked.

Enter the 3 required fields:
Claimant: your name should automatically appear. If not, please enter.

- *Service dates
- *Amount
- *Service/Expense

Save the claim when all done.

This will take you back to the beginning. Continue to add and/or edit claim expense until claim is complete. Once finished you can save your claim form to edit later OR submit the form online.