

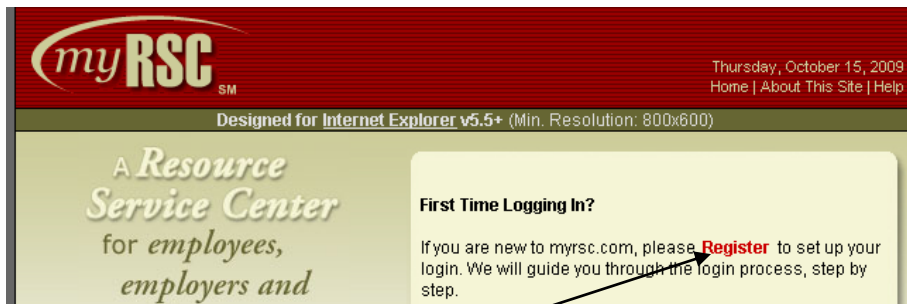
Boon-Chapman Flexible Spending Accounts (FSA) Instructions on How to Access Boon-Chapman Information

Boon-Chapman is happy to provide you with an excellent website that will allow you up-to-date information on your flexible spending account(s). To login for the first time, please follow the instructions below.

You may access claim forms, direct deposit forms and debit card request forms by logging into the SBISD intranet site or by logging into your myRSC account as instructed below. If you don't have access to the Internet, please give us a call and we will be happy to mail these items to your home.

If you have any difficulties logging in, please contact Boon-Chapman at 1-800-252-9653, Option 6.

1. Open a browser. To login for the first time, type the following URL:
<http://www.myrsc.com/>
2. You will see the screen below



3. Click the First time logging in? Register link
4. Click myRSC Temporary Login ID and Employer Code link



5. You will then see the login screen, enter your social security number (no dashes) in the Login ID field below and click CONTINUE.

The screenshot shows the myRSC website header with the logo and navigation links. The main content area is titled "Please follow these simple steps:" and lists four numbered instructions. Below the instructions is a section for "Step 1: Enter your Login ID" with a text input field and a "Continue >>>" button.

myRSC SM

Thursday, October 15, 2009
Home | About This Site | Log In/Out

Please follow these simple steps:

- 1 Enter your Login ID**
Enter your Login ID (provided to you in the myRSC login letter you received) in the field below, then click the "Continue >>>" button.
- 2 Enter your Employer Code**
If your Login ID is accepted, you will be prompted to enter your Employer Code (provided to you in the myRSC login letter you received), which is used to verify your presence in the system.
- 3 Set up your new Login ID**
Next, we will ask you to set up a new Login ID, and to provide us with some additional account information. You will use this new Login ID the next time you login to our site. **Please remember your Login ID.**
- 4 Set up your Password**
Lastly, we will ask you to enter a password that will be used in conjunction with your Login ID to login to our site. **Please remember your password.**

Step 1: Enter your Login ID

Login ID:

6. Enter 43047016 in the Employer Code field below and click CONTINUE.

The screenshot shows the myRSC website header with the logo and navigation links. The main content area is titled "Step 2: Enter your Employer Code" and contains instructions for entering the Employer Code. Below the instructions is a text input field and a "Continue >>>" button.

myRSC SM

Thursday, October 15, 2009
Home | About This Site | Log In/Out

Step 2: Enter your Employer Code

Please enter the **Employer Code** provided to you by your administrator.

Otherwise, please [return to the login page](#) and enter a valid Login ID and Password.

Employer Code:

7. The system will then prompt you to create your own Login ID. Enter the following:
- Personal Login ID
 - E-mail Address
 - Security Question
 - Security Answer

8. Click SUBMIT



myRSC SM

Thursday, October 15, 2009
Home | About This Site | [Log In/Out](#)

Step 3: Set up your new Login ID

Thank you for logging into myRSC.com. For your benefit, our system requests that you to create your own Login ID for further use. Due to restrictions within the system, the Login ID must be minimum 6 characters and maximum 100 characters in length, but never 9 characters in length. Alphanumeric (a,A thru z,Z), numeric (0 thru 9), and some special characters (".", "@", "_", and "-" [Quotes not included]) are allowed.

1. Enter a Personal Login ID:

2. When I have forgotten my password, please send my password to this E-mail Address:

3. During the **Forgot Password** process, you will be asked your **Secret Question** and you must answer with your **Secret Answer**.

Enter my own Secret Question Use a predefined Secret Question

Secret Answer:

9. Set up your Password and click SUBMIT PASSWORD



myRSC SM

Thursday, October 15, 2009
Home | About This Site | [Log In/Out](#)

Step 4: Set up your Password

Since this is your first time logging in to myRSC.com, please enter a password that is easy for you to remember and cannot be easily guessed by others.

We recommend a password that uses a combination of letters and numbers, and is between 8 and 12 characters long. However, the only requirements are that your password is at least 4 characters and does not exceed 12 characters.

Password:

Confirm Password:

10. To log off, click LOGOUT in the upper right corner.



Benefits Contacts 

BOON-CHAPMAN

[Change Personal Information](#) [Change Password](#) [Logout](#)