



# Human Resource Administrators, Inc Has Gone Green With Online Claims Entry



## Online Claim Entry & Receipt Upload Instructions

**Description/Objective:** This guide will aid you in attaching and uploading a receipt when filing a claim on [myRSC.com](http://myRSC.com).

1. Log on to [www.myRSC.com](http://www.myRSC.com).
2. Click the “Online Claims Entry” link or the icon.



3. Click “Start New Claim Form.”



4. Select the type of claim you wish to enter.

**Benefits** | **Contacts**

**Daisy Jane's Weeding and Tilling Service**

Change Role | Change Password | Logout

You are logged in as Daisy Jane Howard,  
Employee for Daisy Jane's Weeding and Tilling Service (16931789)

**Claim Form ID**

**2 Select Your Benefits Resource**  
Add an expense by selecting which benefit resource will fund the expense.

Participant: Daisy Jane Howard  
118 Breckenridge Lane  
Little Rock AR 72204

Date Created:  
Date Printed:  
Date Received:

**Add an Expense**

- Enter an FSA or HRA Medical Claim
- Enter a Dependent Care Claim
- Enter a Parking Claim
- Enter a Transit Claim

**Claim Expense**

Date Entered	Type	Receipt/EOB Number	Claimant	Relationship	Begin Service Date	End Service Date	Amount	Service	Provider
Claims: 0 Total: \$0.00									

After entering all your claims you must print the receipt cover sheet and fax it with your receipts to receive reimbursement.

Return to Claim Form List | Print the Receipt Cover Sheet

5. You may choose to "Submit Online" or "Fax."

6. Choosing to "Submit Online" allows you to upload the receipt in the form of a pdf document, bmp, gif, png, or jpg file.

- If you choose to "Submit Online" you will not have to print and fax.
- You can still choose to print and fax the forms by selecting the "Fax" option.

7. To upload the receipt, click browse, locate the pdf, bmp, gif, png or jpg file.

**Enter a Claim**

**3 Enter All Required Fields**  
Enter all required fields, which are indicated in red with an \*

How do you want to submit this claim?

Submit Online  
 Fax

**Uploaded Receipts**

Upload Receipt:  Browse...

**Claim**

Pay me

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

Claimant: Daisy Jane Howard [Have Questions?](#)

Date of Birth:

Relationship: Self [Have Questions?](#)

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

Amount:  [Have Questions?](#)

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

Provider Name:  [Have Questions?](#)

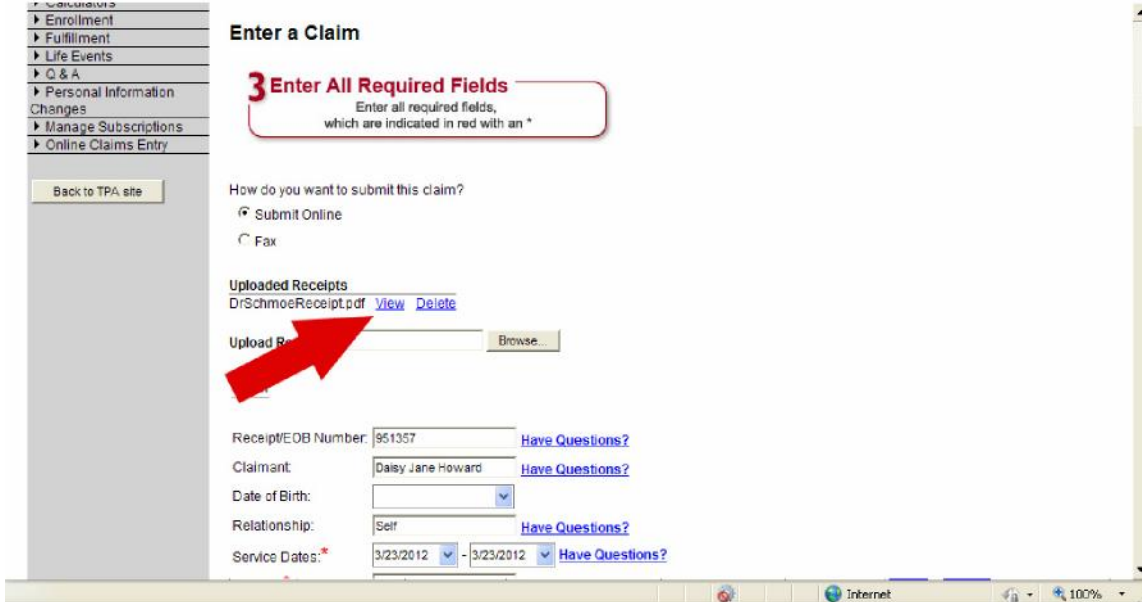
Provider Tax ID:  [Have Questions?](#)

Note:  [Have Questions?](#)

8. Click "OK" when asked to verify the upload.



9. You can click the “View” link to view the file you uploaded and make sure it is readable.



10. Complete the claim fields and click “Save the Claim.” You cannot save unless you have attached a receipt, if you have selected “Submit Online.”

11. You can continue to enter claims and upload/attach receipts until you click “Submit the Claim Form Online.”



12. You will receive an email, if you have selected to receive emails, notifying you the claim has been received by your TPA.