

MYRSC PREMIUM BILLING- HR PERSPECTIVE

OCA

CREATE YOUR HSA ONLINE ACCOUNT!



Step 1: Go to www.oca125.com/myrsc/ and click the “Need to register” to register link. You’ll then click “OCA Benefit Services Temporary Login ID and Employer Code”.



Step 2 & 3: Enter in your login ID (this is your S.S. #) followed by your employer code.

Step 1: Enter your Login ID

Login ID:



Step 4: Create a Username. The username must be a minimum of 6 characters, but never 9 characters in length.



Step 5: Create a Password. We recommend a password that uses a combination of letters and numbers, and is between 8 and 12 characters long. The only requirement is that your password is at least 4 characters in length and does not exceed 12 characters.

Employee/ Dependent Search Options

Employee and Dependents can be searched for by:

- First | Last Name
- Social Security Number
- Coverage Status

The screenshot shows the 'Employee / Dependent Search' page of the Wake Co. HR system. The top navigation bar includes 'Benefits', 'Contacts', and 'Premium Billing'. A sidebar on the left lists navigation options: Home, Search, Transactions, Participants, Qualified Beneficiaries, and Terminated. The main content area has a search form with fields for 'First / Last Name' (containing 'dallas' and 'friday'), 'SSN' (containing '000380024'), and 'Coverage Status'. There are 'Reset' and 'Search' buttons. Below the form is a table with the following data:

Person / Family	Coverage Status	EE SSN	DEP SSN	Email
Friday, Dallas		000380024		

At the bottom of the page, there are links for 'Home' and 'Transactions'.

Employee Status Filters

Employees can be filtered by status including:

- COBRA Participants
- Qualified Beneficiaries
- Terminated

The screenshot displays the Wake Co. HR system interface. At the top, there are navigation tabs: "Benefits", "Contacts", a small icon, and "Premium Billing" (which is highlighted). To the right of these tabs, the text "Wake Co." is visible. Below the tabs, there is a black bar containing "Change Password" and "Logout" links. On the left side, a red sidebar menu lists several options: "Home", "Search", "Transactions", "Participants", "Qualified Beneficiaries", and "Terminated". A "Back to TPA site" button is located at the bottom of this sidebar. The main content area, titled "Premium Billing", contains a list of links: "Employee / Dependent Search", "Transactions", "Participants", "Qualified Beneficiaries", and "Terminated". In the top right corner of the main area, a message states: "You are logged in as HR Role, Human Resource Administrator for Wake Co. (54150673)".

Benefits Contacts Premium Billing

Wake Co.

Change Password Logout

Home Search Transactions Participants Qualified Beneficiaries Terminated

Back to TPA site

Premium Billing

[Employee / Dependent Search](#)
[Transactions](#)
[Participants](#)
[Qualified Beneficiaries](#)
[Terminated](#)

You are logged in as HR Role,
Human Resource Administrator for Wake Co. (54150673)

Employee Status Filters:

COBRA Participants

Information includes: Status, Benefit(s), Tier(s), Division, Covered Member(s), Qualifying Event, QE Date, Accepted Date, COBRA Start / Expire / Paid Through Dates

Participants

Premium Billing Type:

Page Size:

George Costanza

Coverage Status	Benefit	Coverage Tier	Division	Covered Members	Qualifying Event	Event Date	Accepted	Starts	Expires	Paid Through	Dates
COBRA Participant	All Medical Plan	Employee Only		George	Involuntary Termination	01/01/2013	01/01/2013	02/01/2013	07/31/2014	02/28/2013	<input type="button" value="Dates"/>

Guy One

Coverage Status	Benefit	Coverage Tier	Division	Covered Members	Qualifying Event	Event Date	Accepted	Starts	Expires	Paid Through	Dates
COBRA Participant	All Medical Plan	Employee Only	ONE	Guy	Involuntary Termination	01/15/2013	02/01/2013	02/01/2013	07/31/2014	03/31/2013	<input type="button" value="Dates"/>

Jerry Seinfeld

Coverage Status	Benefit	Coverage Tier	Division	Covered Members	Qualifying Event	Event Date	Accepted	Starts	Expires	Paid Through	Dates
COBRA Participant	All Medical Plan	Employee Only		Jerry	Involuntary Termination	01/01/2013	01/01/2013	02/01/2013	07/31/2014	04/30/2013	<input type="button" value="Dates"/>

Employee Status Filters:

Qualified Beneficiaries

Information includes: Status, Benefit(s), Tier(s), Division, Covered Member(s), Qualifying Event, QE Date, Last Date of Plan Coverage, Election Notice Mailed On / Last Date to Accept Dates

Qualified Beneficiaries

Premium Billing Type:

Page Size:

[Printable page](#)

[Export page](#)

Guy One

Coverage Status	Benefit	Coverage Tier	Division	Qualifying Event	Event Date	Last Day of Plan Coverage	Election Notice Mailed On	Last Day to Accept	Dates
COBRA Qualified Beneficiary	Divison One Medical Plan	Employee Only	ONE	Involuntary Termination	01/15/2013	01/31/2013	--	--	Dates

[Printable page](#)

[Export page](#)

Employee Status Filters:

Terminated

Information includes: Benefit(s), Tier(s), Division, Covered Member(s), COBRA Start / Terminated Dates, Reason for Termination

Terminated

Page Size: 250 <input type="button" value="v"/>
<input type="button" value="Search"/>

No Terminated benefits were found.

Employee Status Filters:

Dates Link

The Dates link provides a chronological history of events related to an individual.

Dates for All Medical Plan - George Costanza

Event Description	Date
Involuntary Termination	01/01/2013
COBRA accepted	01/01/2013
Last Day of Plan Coverage (Due to COBRA)	01/31/2013
COBRA started	02/01/2013
Notified of Qualifying Event	02/28/2013
Start Billing Date	03/01/2013
COBRA Expires	07/31/2014

[Close Window](#)

Adding Employees

HRs have the ability to add employees on myRSC. The Fields marked with an asterisk * are required. The others are optional.

Transactions

[Home](#) | [Employee / Dependent Search](#)

New Transaction:

Add Employee Wizard

SSN *

First Name * MI Last Name *

Address Line 1 *

Address Line 2

City * State * Zip Code *

Date Of Birth Date Of Hire Gender

Home Phone Work Phone Email

Division:

Adding Employees

Initial Notices can be requested at this time as well. If no other information needs to be included at this time, the process can be completed. Options are available for additional steps.

Add Employee Wizard

Select a Status: Approved By Human Resources Send Initial Notice: ☒

The Initial Notice is for newly covered Active employees, and does not refer to the COBRA Election Notice that will automatically be sent to Terminated employees.

Comments

Initial Notices can be requested by HRs and automatically sent to your Things to Do List when you import from myRSC.

Cancel << Back Save

Transaction: Add Employee Status: Recent

Employee: Stephen Webber

Add Employee Wizard

Would you like to do any of the following?

[\[Edit Employee\]](#)
[\[Add Dependent\]](#)
[\[Edit Dependent\]](#)
[\[Add Coverage\]](#)
[\[Qualifying Event\]](#)
[\[Add Subsidy\]](#)
[\[Retiree Billing Election\]](#)
[\[Direct Billing Election\]](#)

Finished >>

Adding Dependents

If dependents need to be added at this time: Select Add Dependent. Note that most of the information is populated from the Employee.

Transaction: Add Employee Status: **Recent**

Employee: Stephen Webber

Add Employee Wizard

Would you like to do any of the following?

[\[Edit Employee\]](#)
[\[Add Dependent\]](#)
[\[Edit Dependent\]](#)
[\[Add Coverage\]](#)
[\[Qualifying Event\]](#)
[\[Add Subsidy\]](#)
[\[Retiree Billing Election\]](#)
[\[Direct Billing Election\]](#)

Finished >>

Add Dependent Wizard

SSN Relationship *

First Name * MI Last Name *

Address Line 1 *

Address Line 2

City * State * Zip Code *

Date Of Birth Gender

Home Phone Fax Email

Cancel Next >>

Adding Coverage

If coverage is to be added at this time: Select Add Coverage. Select the Coverage desired.

Transaction: Add Dependent

Status: Recent

Employee: Stephen Webber

Dependent: Paige Webber

Add Dependent Wizard

Would you like to do any of the following?

[\[Edit Employee\]](#)
[\[Add Dependent\]](#)
[\[Edit Dependent\]](#)
[\[Add Coverage\]](#)
[\[Qualifying Event\]](#)
[\[Add Subsidy\]](#)
[\[Retiree Billing Election\]](#)
[\[Direct Billing Election\]](#)

Finished >>

Add Coverage Wizard

☒ Hide Terminated Benefits and Coverages

Select a Benefit

All Medical Plan
Division Two Medical Plan
Division One Medical Plan

Your Coverages

No Coverages were found.

Cancel

Next >>

Adding Coverage

Select the Tier Level. Select those covered, and the effective date of coverage.

Add Coverage Wizard

Benefit: **Divison One Medical Plan**

Select the Elected Tier(s)

	Tier Name	Gender	Age	Amount
<input checked="" type="radio"/>	Employee + Family			\$20.00
<input type="radio"/>	Employee Only			\$10.00

The rates listed above reflect the most current plan year's premiums. Any event with a date that corresponds to a previous plan year will be assigned the appropriate premium at the time of processing.

Cancel << Back Next >>

Add Coverage Wizard

Benefit: **Divison One Medical Plan**

Tier(s): **Employee + Family**

Select ALL Family Members covered under this election.

Member	Relation	Effective Date [mm/dd/yyyy]
<input checked="" type="checkbox"/> Webber, Stephen (000448447)	Self	03/19/2013
<input checked="" type="checkbox"/> Webber, Paige	Dependent	03/19/2013

Cancel << Back Next >>

Processing Qualifying Events

Qualifying Events can be processed at this time as well. Select Qualifying Event. Select a QE from the dropdown menu, and enter the QE date.

Transaction: Add Coverage

Status: Approved By Third Party Administrator

Recent

Employee: Stephen Webber

Add Coverage Wizard

Would you like to do any of the following?

[\[Edit Employee\]](#)
[\[Add Dependent\]](#)
[\[Edit Dependent\]](#)
[\[Add Coverage\]](#)
[\[Qualifying Event\]](#)
[\[Add Subsidy\]](#)
[\[Retiree Billing Election\]](#)
[\[Direct Billing Election\]](#)

Finished >>

Qualifying Event Wizard

Qualifying Event

Involuntary Termination

Event Date

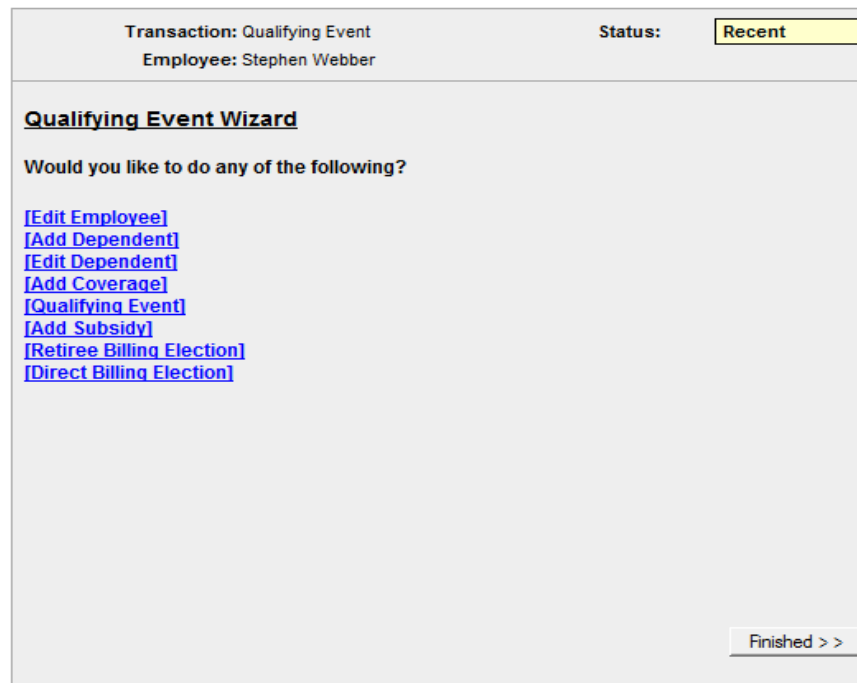
03/19/2013 [mm/dd/yyyy] (This is the date of the actual event (death, divorce, termination, etc.). The system will calculate the actual loss of coverage date based on the employer settings.)

Cancel

Next >>

Completing Transactions

At any point the transactions can be completed by selecting “Finished”. This information will be collected and sent to your Things To Do List in the form of an import.



The screenshot shows a web-based interface for a "Qualifying Event Wizard". At the top, it displays "Transaction: Qualifying Event" and "Employee: Stephen Webber". To the right, there is a "Status:" label followed by a yellow button labeled "Recent". Below this, the title "Qualifying Event Wizard" is shown. The main text asks "Would you like to do any of the following?". Below this question is a list of eight blue, underlined links: "[Edit Employee]", "[Add Dependent]", "[Edit Dependent]", "[Add Coverage]", "[Qualifying Event]", "[Add Subsidy]", "[Retiree Billing Election]", and "[Direct Billing Election]". In the bottom right corner, there is a button labeled "Finished >>".

Managing Transactions

Both Recent and Archived Transactions can be viewed / managed.
The Color Code at the bottom denotes the status of each Transactions.

Transactions

[Home](#) | [Employee / Dependent Search](#)

New Transaction:

☒ View Recent Transactions ☐ View Archived Transactions

First / Last Name:

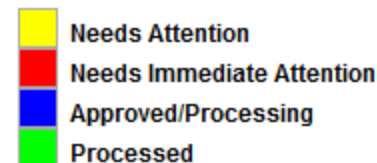
SSN:

Date Range: -

Coverage:

Qualifying Event:

Status:



[Home](#) | [Employee / Dependent Search](#)

[Printer Friendly Version](#)

Approve	Transaction	Person	EE SSN	Current Status	Date Created	Created By	Comments
	COBRA Billing Election - Division One Medical Plan	Guy One	000187221	Processing...	3/8/2013	Guy One	✓
	[Edit Employee Add Dependent Edit Dependent Add Coverage Qualifying Event Add Subsidy]						
	Add Subsidy	Guy One	000187221	Processing...	3/5/2013	HR Role	✓
	[Edit Employee Add Dependent Edit Dependent Add Coverage Qualifying Event Add Subsidy]						
	Qualifying Event - Involuntary Termination	Guy One	000187221	Processed	3/5/2013	HR Role	✓
	[Edit Employee Add Dependent Edit Dependent Add Coverage Qualifying Event Add Subsidy]						
	Add Subsidy	Guy One	000187221	Processed	3/5/2013	HR Role	✓
	[Edit Employee Add Dependent Edit Dependent Add Coverage Qualifying Event Add Subsidy]						
	Qualifying Event - Involuntary Termination	Guy One	000187221	Processed	3/5/2013	HR Role	✓
	[Edit Employee Add Dependent Edit Dependent Add Coverage Qualifying Event Add Subsidy]						

BENEFITS TAB


Features Located Under the Benefits Tab

Manage Subscriptions- Updating Contact Information

Human Resource Administrators have the ability to update email addresses for notification, and can govern what is to be available for view online.

Benefits

Contacts



Premium Billing

Home

Aggregate Status Report

Documents

Fulfillment

Life Events

Notes

Payment History

Personal Information Changes

Manage Subscriptions

EFT Services

Back to TPA site

Wake Co.

Change Password | Logout

You are logged in as HR Role, Human Resource Administrator for Wake Co. (54150673)

Manage Subscriptions

This page allows you to Manage your Subscriptions and to access your Email and Online Notifications.

☐ Send All Emails To my PRIMARY EMAIL:

WORK EMAIL:

☐ Send All Emails To this ALTERNATE EMAIL:

Event	Receive an Email?	Send Email To	View Online?
Report/Letter for myRSC Display ?	<input checked="" type="checkbox"/>	PRIMARY EMAIL [knolder@dpath.com] <input type="button" value="v"/>	<input checked="" type="checkbox"/>
Report/Letter For Mail ?	<input type="checkbox"/>	PRIMARY EMAIL [knolder@dpath.com] <input type="button" value="v"/>	<input checked="" type="checkbox"/>

Save Subscriptions

[Search Notifications](#)

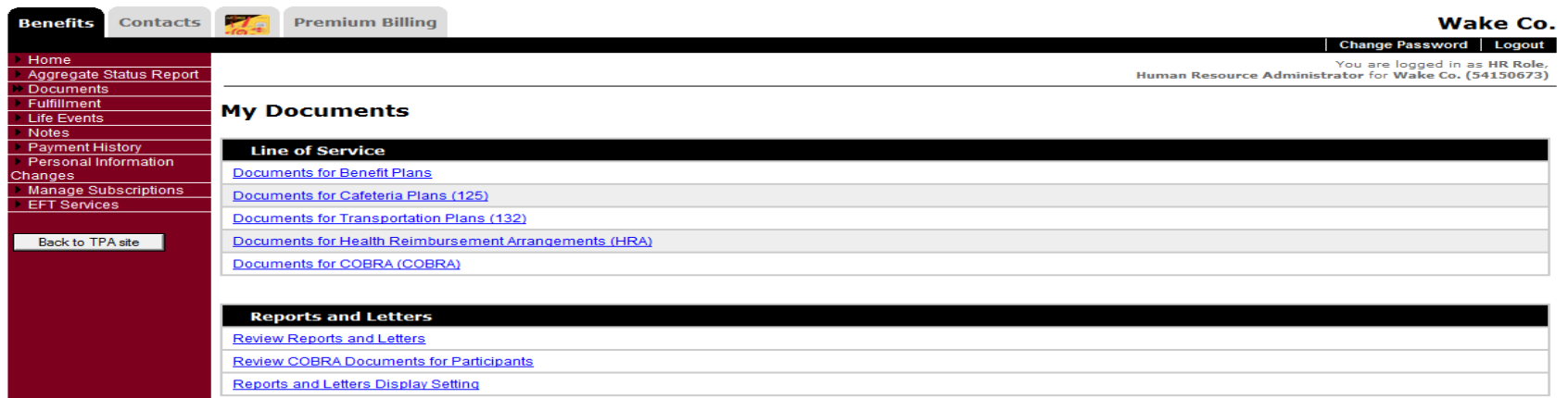
HR Document Search Options

A link to documents is located on the home page.



The screenshot shows the myRSC.com home page. At the top, there are navigation tabs: Benefits, Contacts, and Premium Billing. On the right, it says "Wake Co." and "You are logged in as HR Role, Human Resource Administrator for Wake Co. (54150673)". Below the tabs, there is a left sidebar with a list of links: Home, Aggregate Status Report, Documents, Fulfillment, Life Events, Notes, Payment History, Personal Information Changes, Manage Subscriptions, and EFT Services. A "Back to TPA site" button is at the bottom of the sidebar. The main content area says "Welcome to myRSC.com" and "Your online Resource Service Center for better benefit communication through employee empowerment and education." It also lists "24 / 7 access to:" followed by a bulleted list of services: Aggregate Benefit Account Balances, Individual Employee Account History, Important Forms & Documents, Up-to-date Payment History, and Employee Notes for Benefit Communication. On the right, there is a "Benefit Services" box with a "DMS" logo and a link to "View Your New Documents".

Select Documents | Review Reports and Letters



The screenshot shows the "My Documents" page. It has the same navigation tabs and sidebar as the home page. The main content area is titled "My Documents" and contains two sections: "Line of Service" and "Reports and Letters". The "Line of Service" section has a list of links: Documents for Benefit Plans, Documents for Cafeteria Plans (125), Documents for Transportation Plans (132), Documents for Health Reimbursement Arrangements (HRA), and Documents for COBRA (COBRA). The "Reports and Letters" section has a list of links: Review Reports and Letters, Review COBRA Documents for Participants, and Reports and Letters Display Setting.

HR Document Search Options

Documents are available for view.

Documents can be filtered by Line of Service, Recipient, Social Security Number, and Document Type.

Documents Manager

Reports and Letters

☐ Document Search Options

Document Search Options

Line of Service:

Recipient:

SSN:

Document Type:

Document View ☐ Default (not set) ☒ All

of documents to display on page:


	Date Uploaded	File Type	Document Type	Employer	Recipient	LOS
1.	3/13/2013 4:46:44 PM		COBRA Activity Report	Wake Co.	Wake Co.	COBRA
2.	3/13/2013 4:46:44 PM		COBRA Participant	Wake Co.	Wake Co.	COBRA

Employee Document Search Options

Select Fulfillment | COBRA Documents for Participants to view documents that have been mailed to individuals via fulfillment.

Benefits

Contacts



Premium Billing

Wake Co.

Change Password | Logout

You are logged in as HR Role,
Human Resource Administrator for Wake Co. (54150673)

Home

Aggregate Status Report

Documents

Fulfillment

Life Events

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Payment History

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Manage Subscriptions

EFT Services

Back to TPA site

Fulfillment Manager

Options

[File Manager](#)

[COBRA Documents for Participants](#)

[Batch Display Setting](#)

Employee Document Search Options

Documents that have been mailed to individuals via Fulfillment will be available for view.

Documents can be filtered by: Uploaded Date, Document Type, and Social Security Number

Fulfillment Manager

COBRA Documents for Participants

☐ COBRA Documents Search Options

Document Search Options	
Uploaded Date:	<input type="text" value="03/01/2013"/> - <input type="text" value="3/19/2013"/>
Document Type:	<input type="text" value="All Types"/>
SSN:	<input type="text"/>
<input type="button" value="Reset"/> <input type="button" value="Search"/>	

	Document Type	Recipient	Uploaded Date	Exception Code	Status	Status Date
1.	Send Coupon Book	Guy One, and any other insured dependents if any 8906 shiloh dr mabelvale, AR 72103	3/13/2013 4:41:10 PM		Submitted	3/13/2013 5:00:05 PM
2.	Send COBRA Election Form	Guy One, and any other insured dependents if any 8906 shiloh dr mabelvale, AR 72103	3/13/2013 4:41:10 PM		Submitted	3/13/2013 5:00:05 PM