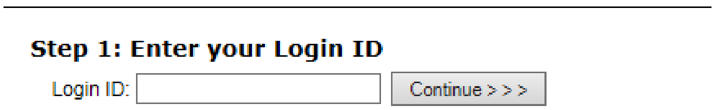
MYRSC PREMIUM BILLING-HR PERSPECTIVE

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 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

Employee Status Filters

Employees can be filtered by status including:

- COBRA Participants
- Qualified Beneficiaries
- Terminated

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: COBRA

Page Size: 250

Search

Printable page Export page

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	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	Dates

Jerry Seinfield

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	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: COBRA
Page Size: 250
Search

Printable page | Export page

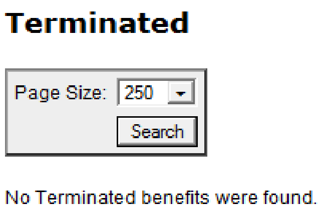
Guy One

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



Employee Status Filters: Dates Link

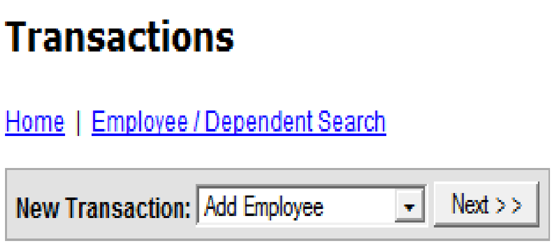
The Dates link provides a chronological history of events related to an individual.

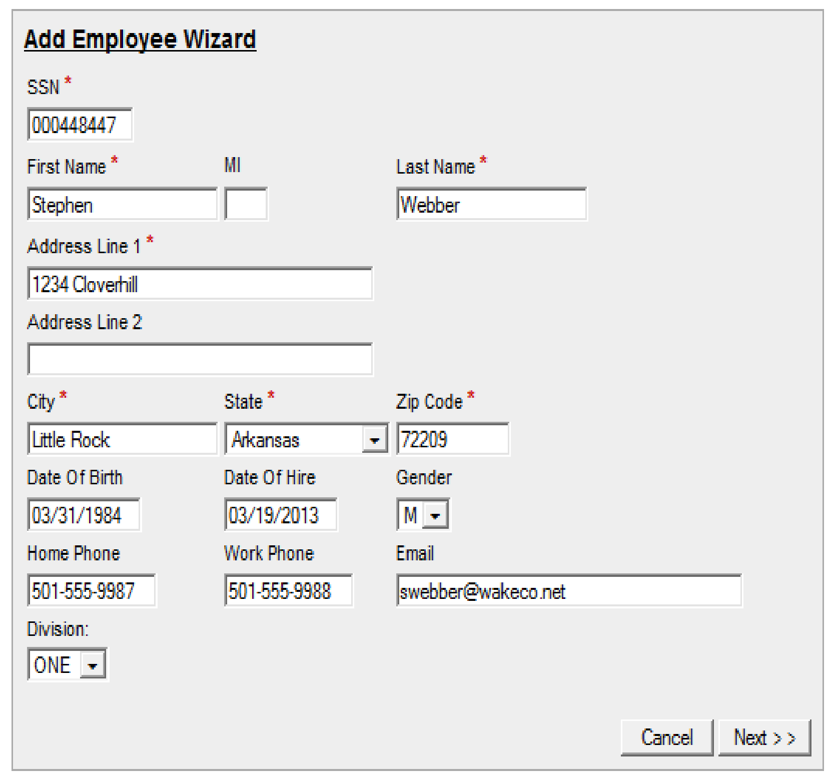
Dates for All Medical Plan - George Costanza	
Event Description	**Date**
Involuntary Termination	01/01/2013
COBRA accepted	01/01/2013
Last Day of Plan Coverage (Due to COBRA)	01/31/2013
COBRA started	02/01/2013
Notified of Qualifying Event	02/28/2013
Start Billing Date	03/01/2013
COBRA Expires	07/31/2014

Close Window

Adding Employees

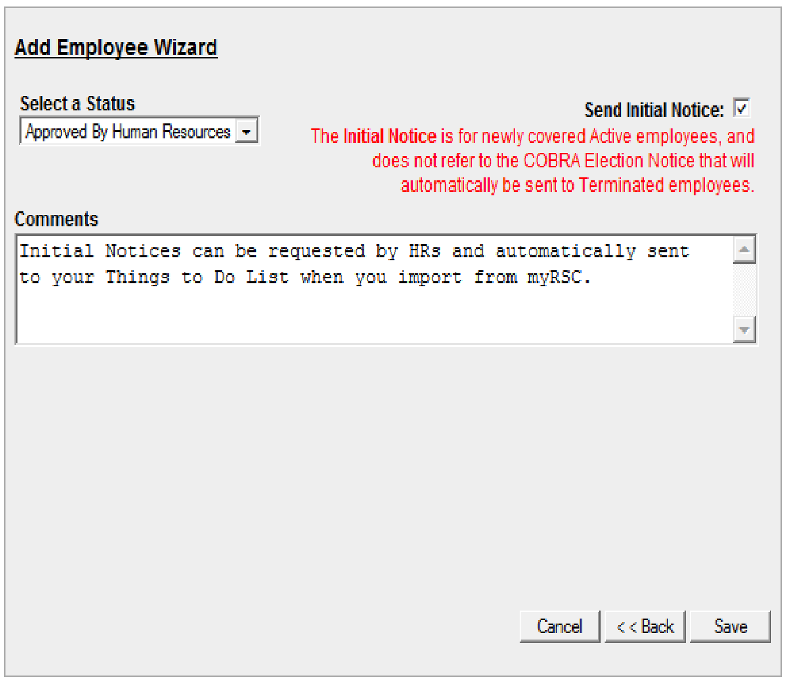
HRs have the ability to add employees on myRSC. The Fields marked with an asterisk * are required. The others are optional.

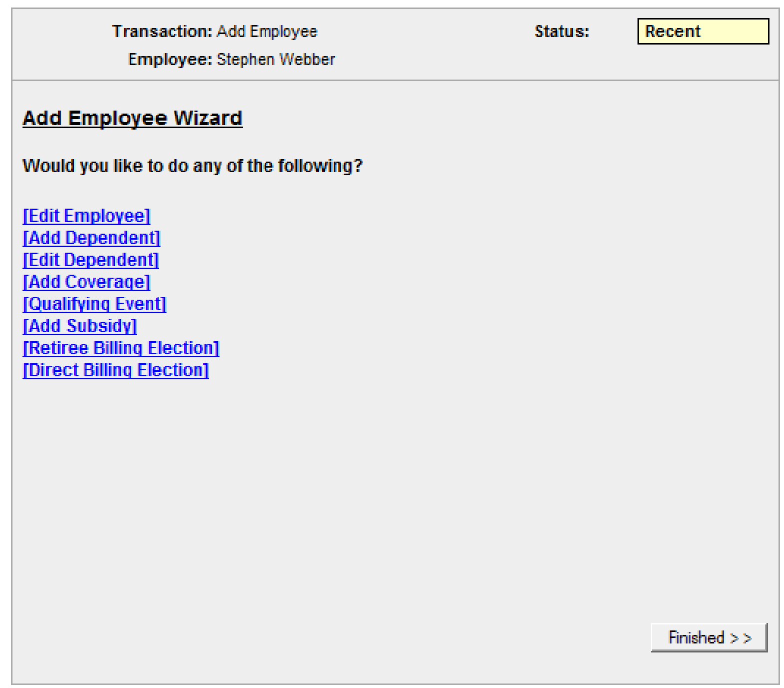




Adding Employees

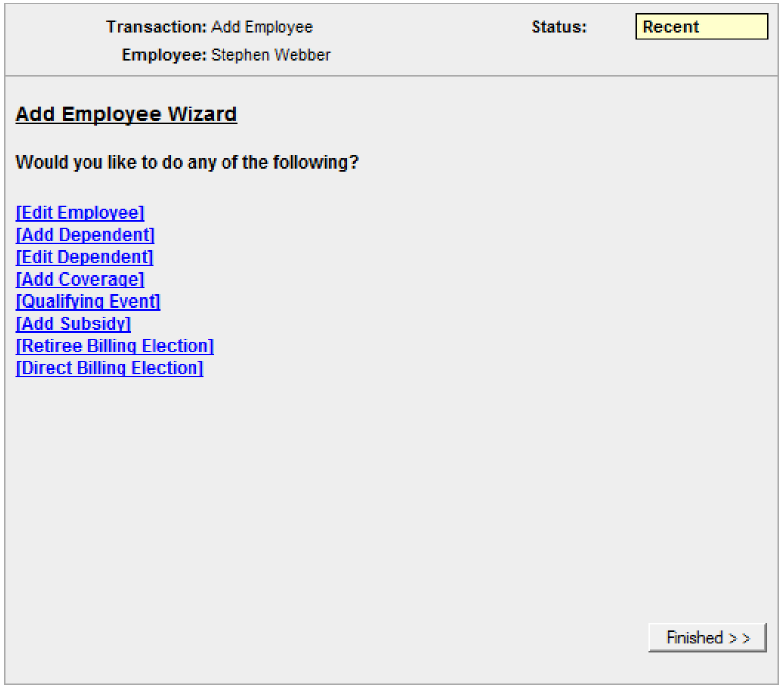
Initial Notices can be requested at this time as well. If no other information needs to be included at this time, the process can be completed. Options are available for additional steps.

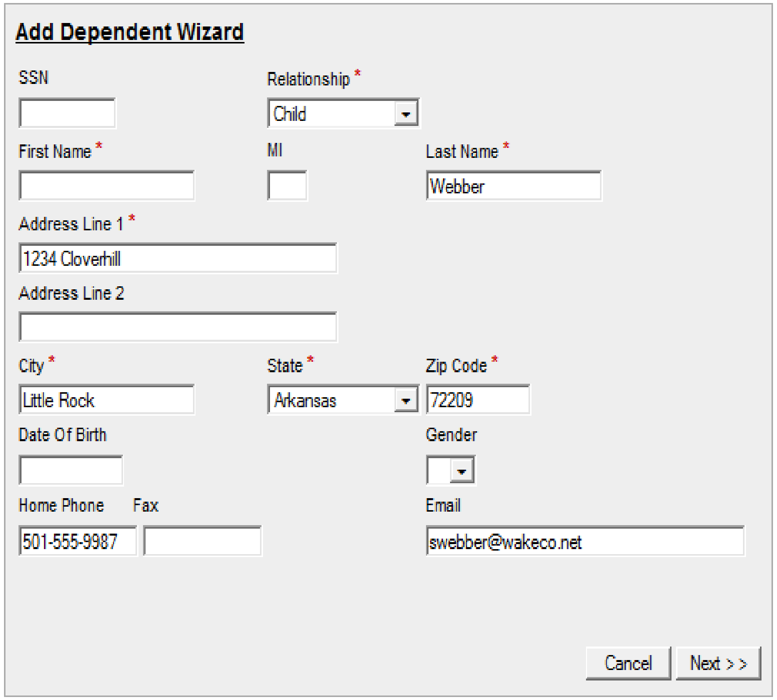




Adding Dependents

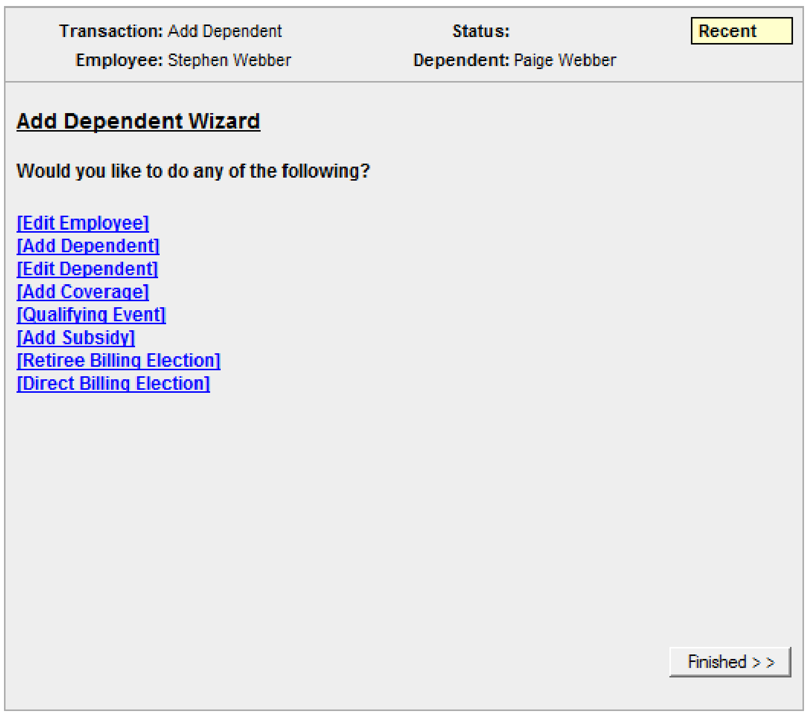
If dependents need to added at this time: Select Add Dependent. Note that most of the information is populated from the Employee.

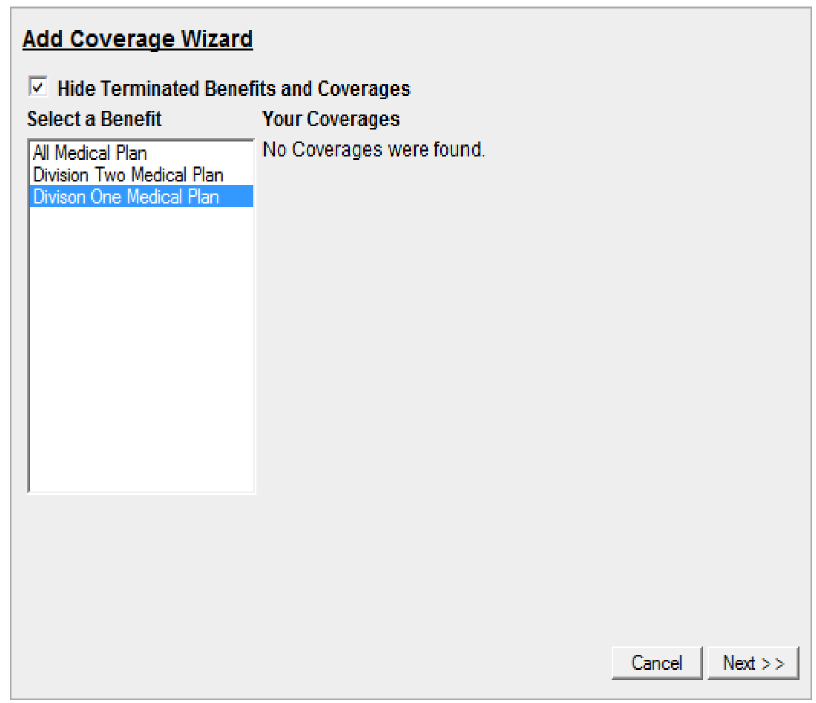




Adding Coverage

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





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
(•)	Employee + Family			$20.00
( )	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

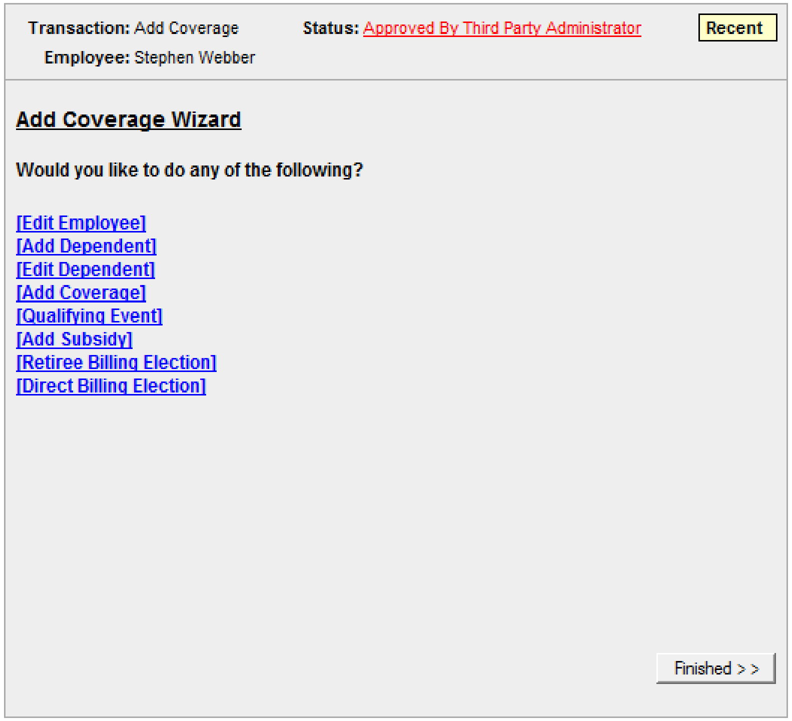
Select ALL Family Members covered under this election.

	Member	Relation	Effective Date [mm/dd/yyyy]
☑	Webber, Stephen (000448447)	Self	03/19/2013
☑	Webber, Paige	Dependent	03/19/2013

Cancel | << Back | Next >>

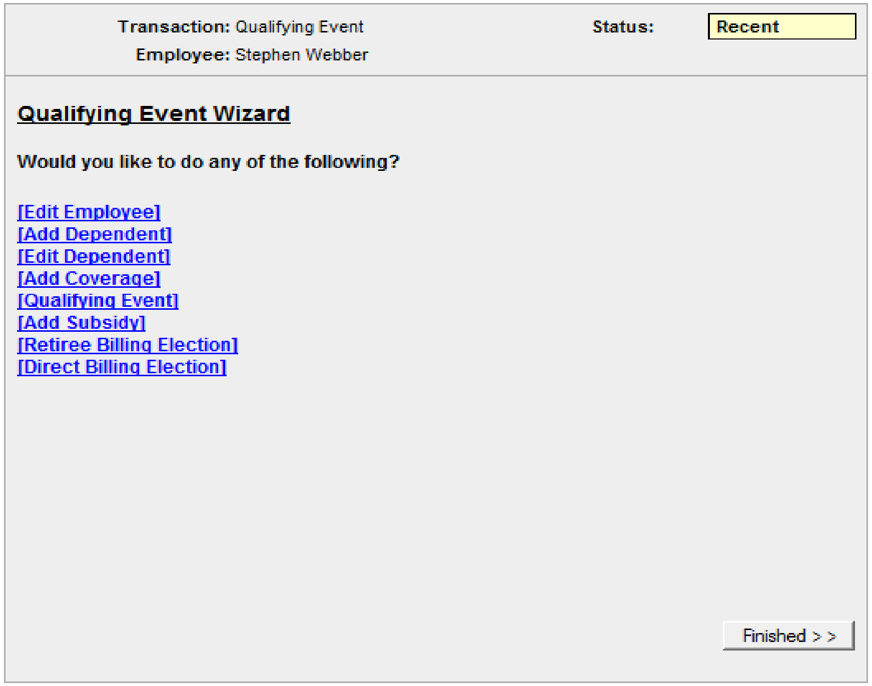
Processing Qualifying Events

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.



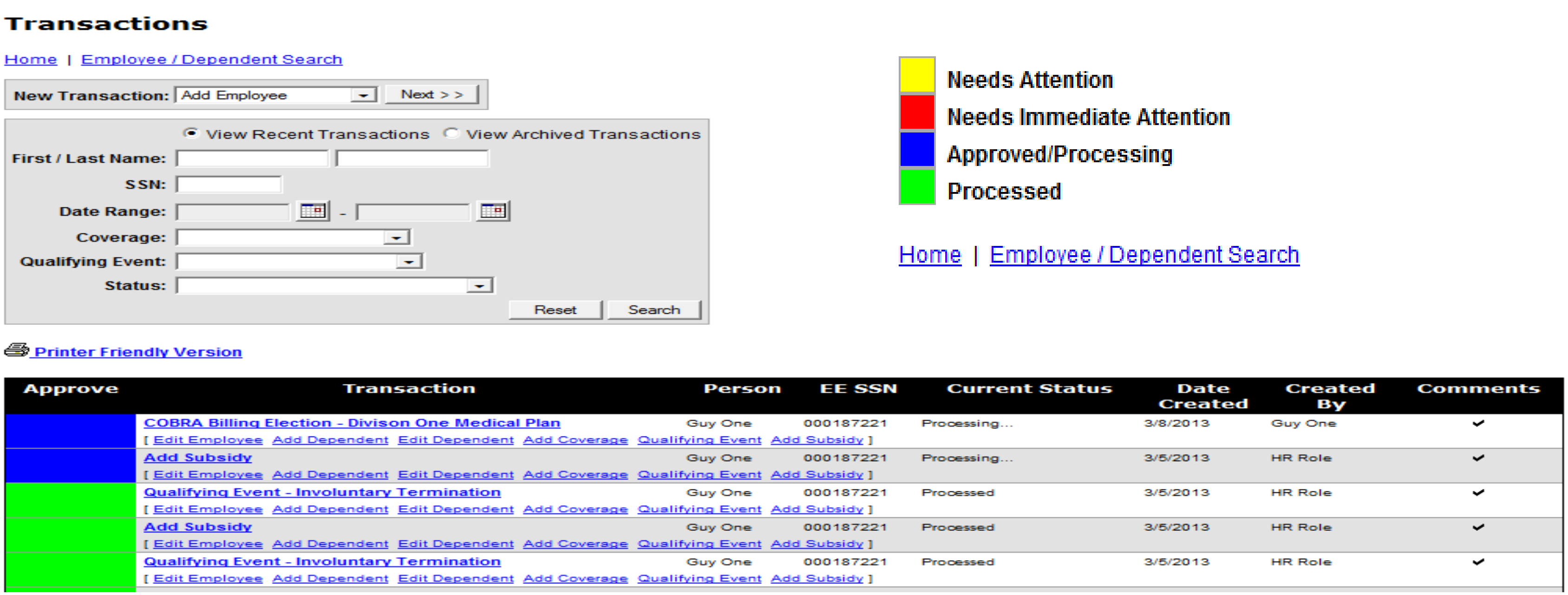
Completing Transactions

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.



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: Add Employee Next > >

View Recent Transactions View Archived Transactions

First / Last Name:

SSN:

Date Range:

Coverage:

Qualifying Event:

Status:

Reset Search

Printer Friendly Version

Needs Attention

Needs Immediate Attention

Approved/Processing

Processed

Home | Employee / Dependent Search

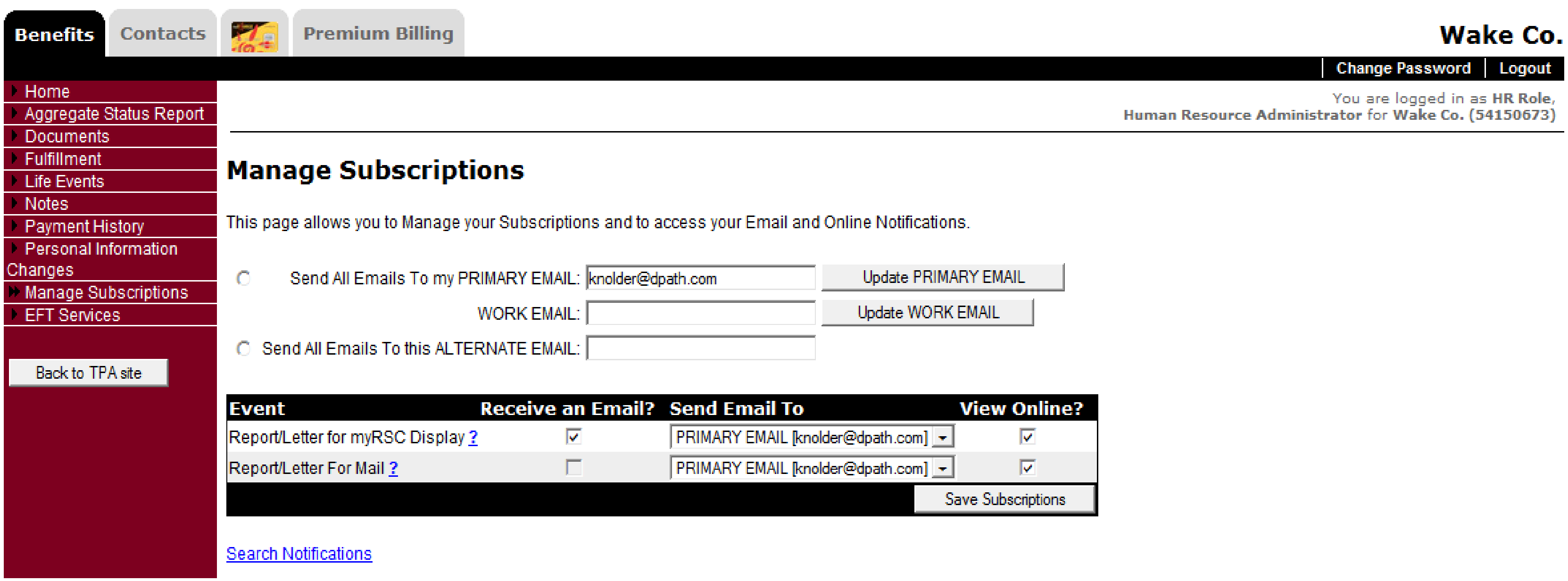
Approve	Transaction	Person	EE SSN	Current Status	Date Created	Created By	Comments
	COBRA Billing Election - Divison One Medical Plan [Edit Employee Add Dependent Edit Dependent Add Coverage Qualifying Event Add Subsidy]	Guy One	000187221	Processing...	3/8/2013	Guy One	✓
	Add Subsidy [Edit Employee Add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

BENEFITS TAB

Features Located Under the Benefits Tab

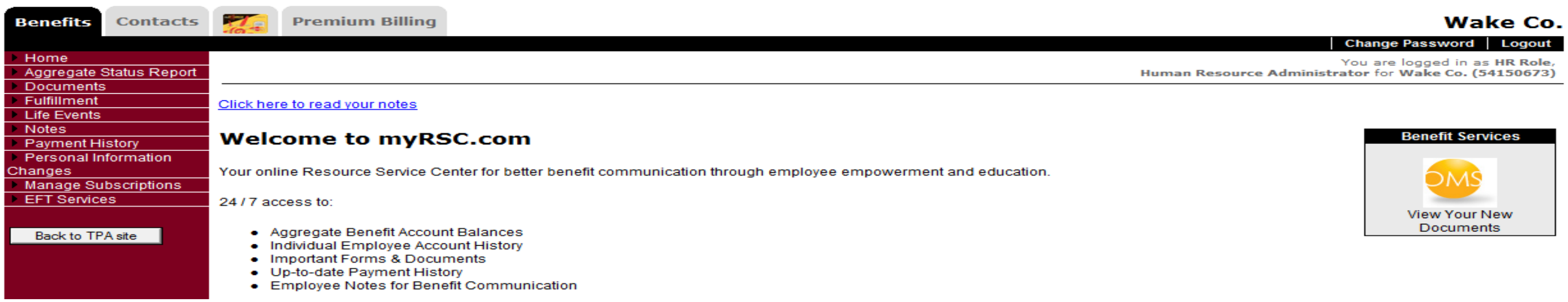
Manage Subscriptions-Updating Contact Information

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

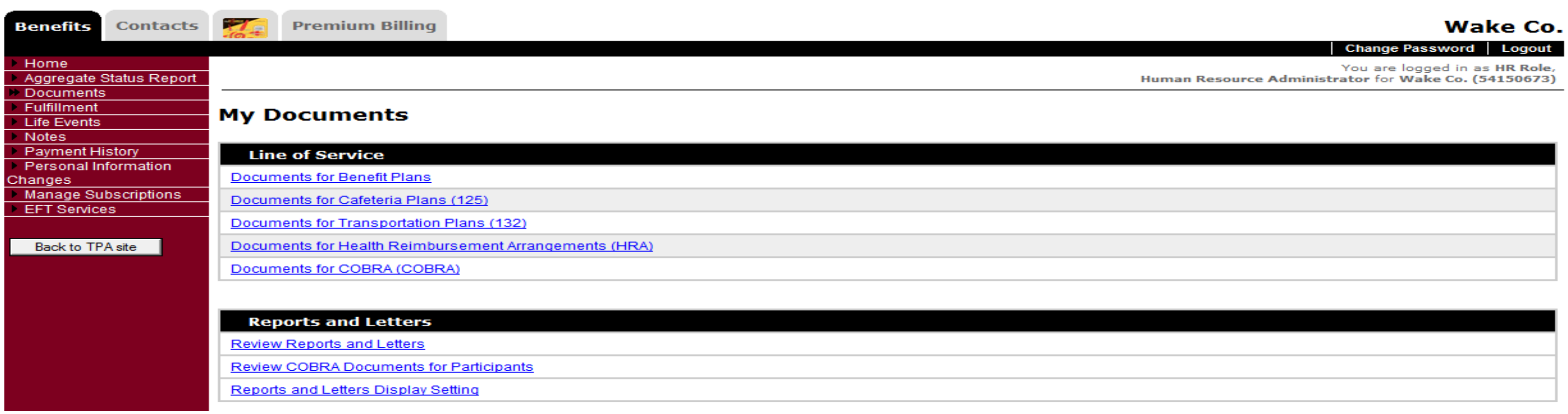


HR Document Search Options

A link to documents is located on the home page.



Select Documents | Review Reports and Letters



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

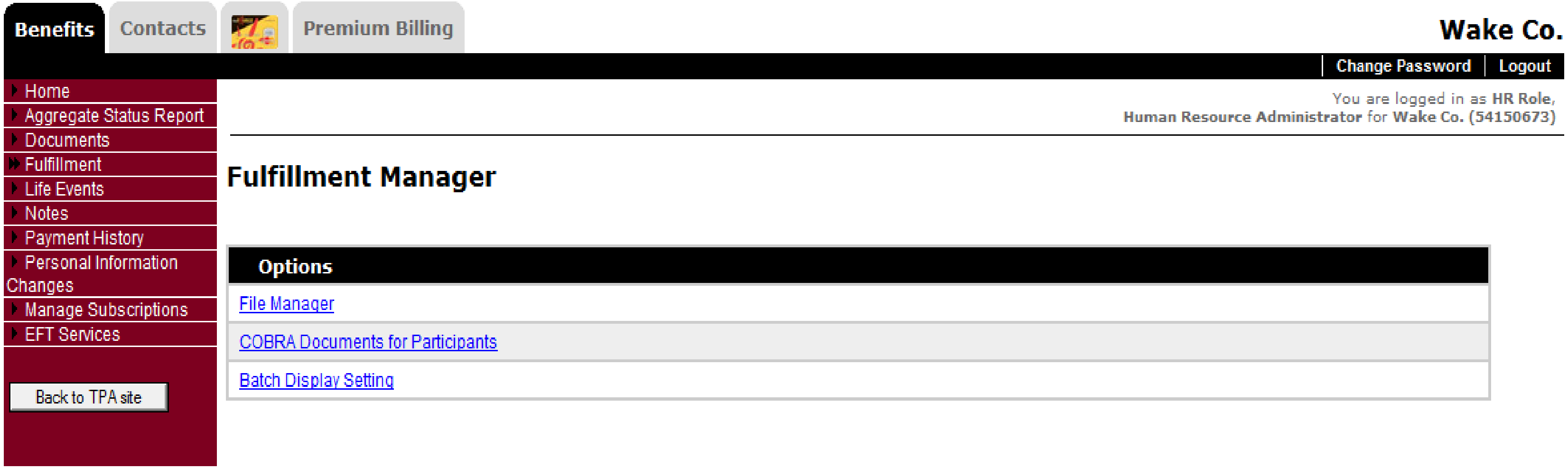
⊟ Document Search Options

Document Search Options	
Line of Service:	All LOS
Recipient:	
SSN:	
Document Type:	
Document View	Default (not set) All
# of documents to display on page:	50
	Reset Search

	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.



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: 03/01/2013 - 3/19/2013

Document Type: All Types

SSN:

Reset 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