



Dear City of Idaho Falls Flex Spending Account Participant,

Welcome to the City of Idaho Falls Flex Benefit Plan. Participation in this plan allows you access to the myRSC, a password protected web site, where you can keep up with various benefit news, including your year-to-date claims and payments. To log in to myRSC for the first time, follow the steps below:

1. Go to [www.myrsc.com](http://www.myrsc.com).
2. Click Register under the First time logging in? paragraph.
3. Click the myRSC Temporary Login ID and Employer Code link in red.
4. Enter your SSN (no dashes or spaces) in the Login ID field and click CONTINUE.
5. Enter 23185968 in the Employer Code field and click CONTINUE.
6. Enter a login ID of your choice that is at least 6 but not more than 100 characters in length. Note: Since Social Security Numbers are no longer used as the login ID, the login ID you create may not be 9 characters in length.
7. Select an existing e-mail address or enter a new one to be used to e-mail forgotten passwords.
8. Enter a secret question or use a predefined secret question to prompt your memory of your password.
9. Enter the answer to the secret question.
10. Click SUBMIT.
11. Enter a new password in the New Password field.
12. Re-enter the password in the Confirm New Password field.
13. Click CONFIRM PASSWORD.
14. You are now logged into myRSC.

If you were enrolled in the previous year's flex plan and already have an account set up on myRSC, you will need to log in and enter the annual election amount for the 2015-2016 plan year.

If you have any questions, please call (877) 878-3541 or e-mail us at [cs@amerins-serv.com](mailto:cs@amerins-serv.com).

Sincerely,

Tina Collins  
American Insurance Service