

Jefferson School District

Buy Down/ Medical Expense Reimbursement Program

**All Buy Down Claims or Blue Cross Explanation of Benefits
should be sent to American Insurance Service for Processing:**

**American Insurance Service
PO Box 1766 / 1655 1st Street
Idaho Falls, ID 83403-1766
Phone: 208-529-3541
Fax: 208-529-4698
Email: tina@amerins-serv.com**

You may bring your Explanation of Benefits (EOB's) to the district office, we will scan them and email them to American Insurance for you. However, we have found that it is much easier to log onto the Blue Cross website and have your EOB's emailed to you and then you forward the email to American Insurance at the email listed above. It is not necessary to submit EOB's until you have paid \$500 out of pocket. Start submitting EOB's to American Insurance when there is an amount listed in the deductible column on the EOB.

- ❖ To receive your EOB's via email from Blue Cross go to www.bcidaho.com to register and create your member account.
- ❖ There is a lot of information on the website about deductibles and other information. WE ENCOURAGE YOU TO CREATE YOUR MEMBER ACCOUNT AND VISIT THE SITE OFTEN!
- ❖ There is also a link to "WELL CONNECTED". This is a tool that helps our employees be healthier. Log onto the website and click the WELLCONNECTED link to find health assessment, wellness workshops, exercise and food tracking tools and a mobile app.
- ❖ Blue Cross also sponsors fun fitness challenges that you can participate in and win prizes for eating healthy and exercising.

Buy Down Web Access Instructions

Welcome to the Jefferson Joint School District #251 – Buy Down 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.
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 67483731 in the Employer Code field.
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 have any questions, please call 208-529-3541.