

Jefferson School District

Buy Down/ Medical Expense Reimbursement Program

**All Buy Down Claims, or Blue Cross EOB's should be sent to
Archibald Insurance Center for Processing:**

**Archibald Insurance Center
PO Box 96 / 135 W. Main
Rexburg, ID 83440
Phone: 208-356-4411
Fax: 866-603-1588
Email: joyce@archibaldagency.com**

**You may bring your EOB's to the district office and we will
scan them and email them to Archibald Insurance for you.**

- ❖ If you would prefer to email your EOB's to Archibald Insurance, you can go to the Blue Cross website and set up your account to receive your EOB's by email and then you can just forward that email to Archibald Insurance. To set up your log in for Blue Cross go to www.bcidaho.com to register.

Buy Down Web Access Instructions

Welcome to the Jefferson Joint School District #251 – 2015 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.