



## **mySourceCard<sup>®</sup> Enrollment Kit**

### **Dear Employer:**

Welcome to the mySourceCard<sup>®</sup> program, the MasterCard<sup>®</sup> debit card that will empower your employees with a convenient way to pay for health care with no out-of-pocket expenses.

Enclosed in this Enrollment Kit you will find everything you need to get you and your employees signed up and using the mySourceCard<sup>®</sup> :

- Employee Brochures
- Enrollment Agreement between the Employer and Employees
- Settlement Account Agreement between the Employer and DataPath Card Services Inc. (DCSI)
- Settlement Account Application between the Employer and DCSI
- Card Parameter Setup Form
- Implementation Checklist

### **Getting started is as easy as 1-2-3:**

1. You fill out and return the forms and required documents.
2. Your employees fill out and return the enrollment materials.
3. The bank mails the cards to your employees.

**On the next page, you will find detailed instructions for you and your employees.**

I am honored that you have chosen to join me in this exciting partnership, and I am dedicated to your complete satisfaction. If you have any questions or need assistance, please feel free to contact me personally.

Thank you,

# Application Process for Employers and Employees

## Step 1 – You sign up for the program.

In order for the bank to approve your company and for me (your Plan Service Provider) to enroll your company in the program, you and your employees must fill out a few simple forms (see the enclosed checklist).

Here are the steps that you (the **Employer**) should follow:

- Give your employees the enclosed **Employee Brochures** and **Enrollment Agreements**.
- Review the enclosed **Settlement Account Agreement**.
- Fill out the enclosed **Settlement Account Application, Card Parameter Setup, and Implementation Checklist**.
- Return **all documents**, along with your **Initial Deposit Check** (if applicable) and the **Employee Enrollment Agreements**, to your Plan Service Provider (see address below).

## Step 2 – Your employees sign up for the card.

Your **Employees** only need to follow two simple steps:

- Fill out the enclosed **Enrollment Agreements**, keep a copy for their records, and give a copy to you.
- Once they receive their cards in the mail, they will need to activate their cards by visiting [www.myRSC.com](http://www.myRSC.com) or calling 1-888-523-4308.

Once I receive the documents back from you, I will upload the information for card creation. At any time, you and your employees may update this information via [www.myRSC.com](http://www.myRSC.com).

## Step 3 – Card Services mails the cards to your employees.

I will forward the documents to Card Services, where they will be compared against the information I uploaded. Once the files are reviewed for accuracy, they are released to the card processing company, which will emboss the cards and mail them to the individual cardholder's home address.

Thank you again for participating in the *mySourceCard*<sup>®</sup> program. If you have any questions, please feel free to contact me for assistance.

Best Regards,

Your Plan Service Provider