

Employee Web Access through myRSC.com

All employees have access to their benefits through our secure web portal located at <http://www.myRSC.com>. Here you can find helpful tools, forms, and also information on your reimbursement accounts such as claims, payments, and balances. To gain access to the site for the 1st time, do the following:

1. Go to www.myRSC.com
2. In the middle right of your screen, under "First Time Logging In?", click **REGISTER**.
3. Select the "myRSC Temporary Login ID and Employer Code" method.
4. In the Login ID box enter your Social Security Number with NO DASHES, click **CONTINUE**
5. Enter your 8 Digit Employer Code: _____, 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**.

You will now be in the website. The credentials just established will be the login ID and password you use for future visits to the site, as the steps above will only be used once.
