

# INSTRUCTIONS FOR FIRST LOGIN TO YOUR ONLINE ACCOUNT

Click on “Login to myRSC” . . .



Now you should see the following login page . . .



If this is the first time you have accessed your account . . . click on the “Register” link directly below the large Admin America logo shown in the screen above.

You should now see this screen . . .

**Admin America** Logout

**Please follow these simple steps:**

- 1 Enter your Login ID**  
Enter your Login ID (*provided to you in the myRSC login letter you received*) in the field below, then click the "Continue >>>" button.
- 2 Enter your Employer Code**  
If your Login ID is accepted, you will be prompted to enter your Employer Code (*provided to you in the myRSC login letter you received*), which is used to verify your presence in the system.
- 3 Set up your new Login ID**  
Next, we will ask you to set up a new Login ID, and to provide us with some additional account information. You will use this new Login ID the next time you login to our site. *Please remember your Login ID.*
- 4 Set up your Password**  
Lastly, we will ask you to enter a password that will be used in conjunction with your Login ID to login to our site. *Please remember your password.*

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**Step 1: Enter your Login ID**

Login ID:

In Step 1 (shown above) your temporary Login ID is your Social Security Number without dashes.

*Enter the requested information at each step then click "continue" to get to the next step.*

In Step 2 you will enter the unique 8-digit Employer Code assigned to your company. Please contact your HR/Benefits person or Admin America (770-992-5959 or [debitcard@adminamerica.com](mailto:debitcard@adminamerica.com)) if you do not know this code.

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Once you have completed this process to establish your own Login ID and Password, you can log into your account from [www.adminamerica.com](http://www.adminamerica.com) whenever you like just by clicking on the Login to myRSC button. If you cannot remember your ID and/or Password, just click on the "Forgot Login ID or Password?" to retrieve this information via email.

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If you have any questions about online account access, you may send an email to Admin America: [debitcard@adminamerica.com](mailto:debitcard@adminamerica.com). Please include the name of your employer and the details of your question so we may respond promptly to your inquiry.