Website Registration Instructions

Go to www.myRSC.com

1. Click the First time logging in? Click here link.

2. Enter your social security number (no dashes or spaces) in the Login ID field and click CONTINUE.

3. Enter 74602845 in the Employer Code field.

4. 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.

5. Enter an e-mail address to be used to e-mail forgotten passwords.

6. Enter a secret question or use a predefined secret question to prompt your memory of your password.

7. Enter the answer to the secret question.

8. Click on submit.

9. Enter a new password in the New Password field.

10. Re-enter the password in the Confirm New Password field.

11. Click change password.

12. You are now logged into myRSC.

Follow the steps on the "Reimbursement Request – Receipt Upload Instructions" handout to submit your reimbursement request online.