

# Getting Started on the RCSC Web Portal

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**So that you can make assessment payments, manage your email subscriptions, book & edit tee times, vote in RCSC Board of Directors Elections and so much more!**

1. Notify Cardholder Services of your email address for your RCSC Cardholder number. Go to <https://login.suncityaz.org/AddEmail.aspx> to securely provide the necessary information to update your email address: Cardholder Number, Name, Date of Birth, Property Address, and Email Address.
2. Go to [www.suncityaz.org](http://www.suncityaz.org) and click on **Login** (right side, top of page).
3. Welcome to the RCSC Web Portal page will display. There is a link from this page to general web portal information, including the **Web Portal Instruction Manual**.
4. First time users **MUST** click on the **New User Retrieval Password** link at the top of the page.
5. Enter your RCSC Cardholder number in the Username field.
6. Click on "Send Password" and within 2 to 5 minutes, check your email for your password. If you do not receive this email, contact Cardholder Services to confirm the email address on file.
7. Return to the RCSC Web Portal Login page and enter both the RCSC Cardholder number and password.
8. You're all set to start using the web portal, sign up for RCSC News Email Alerts and more!