

Login for CAFETERIA PLAN ONLINE ACCESS

If you do **NOT** have a *myRSC* debit card

1. On the Internet, go to Webpage www.myrsc.com
2. On the right side there is a box that says: “**First Time Logging In?**” Click **REGISTER**.
3. Click on the “**myRSC Temporary Login ID and Employer Code**” option.
4. Enter your **SOCIAL SECURITY NUMBER** (NO DASHES) in the *Login ID* field. Click **CONTINUE**.
5. Enter your **EMPLOYER CODE** in the *Employer Code* field. **The code for CNM is 16628931.**
6. The system will now prompt you to enter a **Personal Login ID**, choose an **E-mail address** to send a password if ever forgotten, and **Secret Question** information.
7. Choose a **Login ID** and enter it in the *Enter a Personal Login ID* field. (Important note – do not set up a login that is 9 characters long or your social security number – it will not be recognized. If the screen says that your user name is invalid, that means that someone is using that login name. Simply choose another name.)
8. Choose a **listed email address** or **enter a new one** in the field provided.
9. In the next section, either enter a **Secret Question** or choose from a list of **predefined Secret Questions**.
10. Enter the answer to the **Secret Question** and click the **SUBMIT BUTTON** .
11. The system will now prompt you to choose a new password.
12. Enter a **New Password** in the *New Password* field, and confirm it.

If you **HAVE** a *myRSC* debit card

1. Go to *myRSC.com*.
2. You will see a section to the right of the screen labeled “**First Time Logging In?**” Click **REGISTER**.
3. You will see an image of the **mySourceCard** toward the bottom of the screen. Click the **image**.
4. Enter the **Card Number** in the *Card Number* field.
5. Enter your **Social Security Number** in the *Social Security Number* field. Leave the other fields blank and Click **NEXT**.
6. The system will request that you update your billing (personal) information. When the information is correct, click **NEXT**.
7. Follow steps 6-12 in the login instructions on the upper part of the page.