THE POWER
OF BEING
UNDERSTOOD
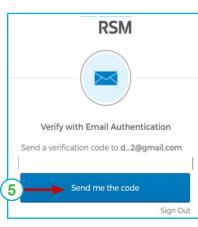
# RSM PAYMENT PORTAL - ACTIVATION GUIDE



1. You will receive an activation email. Note that your email address is your username. Click **Activate Your Account**. **Note: This link expires in 7 days.**

2. Enter your password and repeat the password. Click on the desired security image. Click **Create My Account**.

3. Enter your user ID (your email address) and click **Next**.

4. Enter your password and click **Sign In**.

5. Click **Send me the code**.

6. A verification code is sent to your email address.

7. Enter the code and click **Verify.**

8. Click on the **RSM Client Payment Portal** tile to access the payment portal.

**Technical Support: For questions on logging into your account or technical issues, contact RSM Support at (1-833-518-3394) or email at RSMServicedesk@rsmus.com. Current support hours are 7am-7pm Central time Monday-Friday.**