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.