Welcome to training on how to manage your payment accounts and office locations on the Administration feature of the Employer Self-Service portal.

Whether you can access these functionalities or not is based on your security profile.

**How Do I Add a Payment Account?**

Payment accounts allow employers to manage various methods of payment. Accounts entered through this module can be used to pay monthly submissions or outstanding invoices. From the Home screen, you can add a new payment account by navigating to the Manage Your Payment Accounts screen by clicking on Admin, and then selecting Manage Payment Accounts.

Click on Add a Payment Account to add a new payment account.

A new screen to Add a Payment Account displays.

From the drop down menu, choose EFT as the receipt type. EFT is an electronic funds transfer.

Enter in a Nickname for this account such as “My Checking Account.” Enter in the Routing Number, which can be found in your checkbook. Enter in the Bank Account Number, which can be found in your checkbook. Retype the Bank Account Number.

Click Continue.

Enter your RSA PIN.

Click Submit.

The confirmation message displays. You will also receive an email notification confirming that a new payment account has been added. Click Continue.

Your newly added account will appear in the list of existing payment accounts.

**How Do I Edit a Payment Account Nickname?**

You can edit a payment account nickname by navigating to the Manage Your Payment Accounts screen by clicking on Admin, and then selecting Manage Payment Accounts.

Click on the Nickname of the existing payment account that you want to update.

Delete the current nickname. And type in the new nickname. Only the nickname can be edited on this screen.

Enter your RSA PIN.
Click **Update**.

The confirmation message displays that your payment account nickname has been updated. Click **Continue**.

Your newly added nickname will appear in the list of existing payment accounts.

**How Do I Delete a Payment Account?**

You can delete a payment account nickname by navigating to the **Manage Your Payment Accounts** screen by clicking on **Admin**. And then selecting **Manage Payment Accounts**.

Click on the delete link next to the existing payment account that you want to delete.

The **Delete a Payment Account** screen displays. Enter your PIN in the **RSA PIN** field.

Click **Delete**.

A pop up window will appear asking if you wish to delete the payment account. Click **Ok**.

The confirmation message displays that your payment account has been deleted. Click **Continue**.

Your account will no longer appear in the list of existing payment accounts.

**How Do I Add an Office Location?**

You can add an office location by navigating to the **Office Locations** screen by clicking on **Admin**, and then selecting **Office Locations**.

You will be directed to the **Office Locations** page. If the organization office location already exists, a list of existing office locations displays in the **Office Locations** section.

Scroll down and click **Add an Office Location**.

Add an **Effective Date** by clicking on the date from the drop-down menu.

From the drop-down menu, select the **Status**. New locations will generally be **Active**.

Choose a location type from the options in the drop-down menu. Note: Employers can only set one location type as the primary location.

Enter the address into the **Address Line 1. Address Line 2** is optional. Enter in the **City** name.

Select the **State** from the drop-down menu.
Enter in the **ZIP Code**.

Select the **County** from the list.

Click **Submit**.

The confirmation message displays. Click **Continue**.

You will be returned to the **Manage Office Locations** screen where you will see the location has been added to the list.

**How Do I Edit an Office Location?**

You can edit an office location by navigating to the **Office Locations** screen by clicking on **Admin**, and then selecting **Office Locations**.

From the **Office Locations** screen, click **Edit** next to an existing office location.

The **Edit Office Location** screen displays. Update the office location as needed. In this example, let us update the **Description**.

Click **Update**.

‘The Office location saved successfully’ message displays to confirm that the location was updated. Click **Continue**.

You will be returned to the **Manage Office Locations** screen where you will see the changes that have been made.

**How Do I Delete an Office Location?**

You can delete an office location by navigating to the **Office Locations** screen by clicking on **Admin**, and then selecting **Office Locations**.

From the **Office Locations** screen, click **Delete** next to an existing office location.

A message will appear asking if you are sure you want to delete the location. You can confirm that you want to delete the office location by clicking **OK**.

You will return to the **Office Locations** page. And a message confirming that the location was deleted will appear.

For additional information or assistance, please contact an Employer Services Representative (ESR) at 334-517-7005, or employer.services@rsa-al.gov.