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.