Modernization Project
RSA-1 Only Reporting

Reminder

Starting **April 1, 2019**, the RSA will Go-Live with its new Employer Self-Service Portal. This portal will be used to submit enrollment and contribution information for members participating in RSA-1 plans. This will be the **only method to submit RSA-1 contributions** going forward.

Please read below for information on how to use the new system for employer who only submit RSA-1 contribution information, specifically:

- Logging-in and getting started
- Creating a Bank Account
- Creating a Payroll Schedule
- Submitting Enrollment Information
- Submitting RSA-1 Only Contribution Information

In addition – there is lots of training how to navigate the Employer Self-Service portal located on the ESS training page.

Logging-in and Getting Started:

To gain access to the Employer Self-Service portal, an administrator from your agency needs to complete the **Portal Administrator User Registration** form. If you have not received this form, please reach out to the RSA.

Once an initial administrator has been created, they can add additional users. Please watch this video for details on creating new users.

Creating a Bank Account

In order to submit contribution information to the RSA, each agency must provide the RSA with a payment account the RSA can debit for the money owed. This video demonstrates how to add a Payment Account in ESS.

In addition to setting up your Payment Accounts, it is critical that you remove all Debit Blocks on your payment accounts. To remove a Debit Block, you need to contact your financial institution and provide them with the ACH Company ID for RSA-1 transactions: H636045055

It is important to note that the RSA will only debit your account after you tell it to do so. After submitting each contribution report, your agency will authorize the RSA to pull the amount owed in contributions.

Creating a Payroll Schedule

Before submitting Enrollment and Contribution Information, you need to create a Payroll Schedule in ESS. Payroll Schedules inform the RSA of when you will be submitting contributions, and for which pay periods to expect them. This is crucial to keeping accurate data.

Watch this video for details on creating a [payroll schedule](#).

Submitting Enrollment Information
The attached guide will provide details on how to enter Enrollment information for your members enrolled only in RSA-1.

Submitting RSA-1 Contribution Information
The attached guide will show how to submit RSA-1 Only contributions for your members.

Support
We would love to hear from you! For additional support, please contact an **Employer Services Representative**.
- Phone: 334-517-7005

Email: employer.services@rsa-al.gov