



## Modernization Project Employer Memo

### **Reminder**

In preparation for our target Go-Live date of **April 1, 2019**, do not forget to practice updating your **Administration and Account information**. Our [Sandbox](#) environment is built for your agency to practice these transactions *before* Go-Live



This includes:

- Office Location
- Contact Persons
- Users
- Payment Information

### **Important:**

In addition to setting up your Payment Accounts, it is critical that you **remove all Debit Blocks** on your payment accounts by April 1<sup>st</sup>. To remove a Debit Block, you need to **contact your financial** institution and provide them with the ACH Company ID for the following types of transactions applicable to your organization:

- Employee / Employer: F636045055
- PEEHIP: G636045055
- RSA-1: H636045055

### **Training**

Please [click here](#) to view some of our **training videos** for more information:



#### **[Administration Menu Part 1](#)**

This video covers:  
**Payment Accounts and Office Locations**



#### **[Administration Menu Part 2](#)**

This video covers:  
**Contact Persons and Users**

### **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](mailto:employer.services@rsa-al.gov)