Getting Started on the RCSC Web Portal

So that you can make assessment payments, manage your email subscriptions, purchase guest passes online, book & edit tee times, <u>vote</u> in RCSC Board of Directors Elections and so much more!

1. Notify Cardholder Services of your email address for your RCSC Cardholder number if you do not currently receive RCSC News Email Alerts. In order to access and use the RCSC Web Portal, <u>each Member (and each portal account) must have a unique email address.</u> For further assistance (if needed), please email Cardholder Services at members@suncityaz.org.

2. Go to www.suncityaz.org and click on **PORTAL LOGIN** (right side, top of page).

3. Click on **ACTIVATE YOUR ACCOUNT HERE** (Yellow Box – see screen below)

4. Enter your RCSC Member/Card Number and then check "I'm not a robot."

5. Click on **"Send Activation"** and follow further instructions that have been emailed to you to in order to reset your password.

6. You should now have access to the RCSC Web Portal. If you encounter any problems at this point, please email members@suncityaz.org. Staff will research your account and will contact you with additional information.

7. You're all set! Start using the web portal, sign up for RCSC News Email Alerts and more!

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