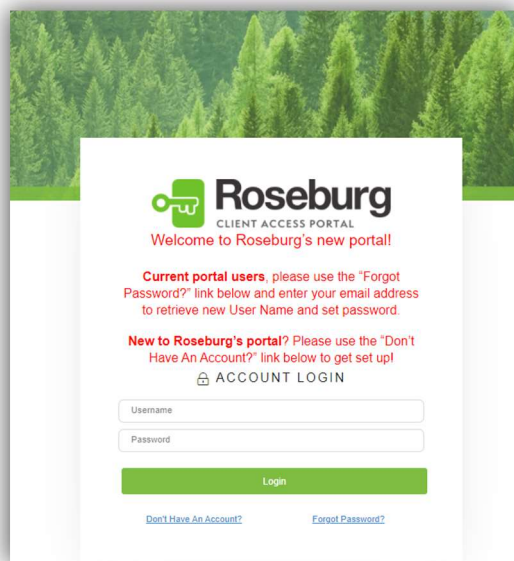


## Getting Set Up on the Roseburg Portal

Located at [www.rcap-online.com](http://www.rcap-online.com)



- If you don't see the screen above, try this link: <https://www.rcap-online.com/Page/login> . Sometimes favorites saved from our old site will not work properly.
- If you have never logged into the new site, click the [Don't Have an Account?](#) link just below the green Login button:



- If we pre-added you from our old site, you will get the following message:



- Press **OK**, then back on the login screen, click on the [Forgot Password?](#) link. You will receive an email from [donotreply@krisisystems.com](mailto:donotreply@krisisystems.com) with a link to set your password. The link will stay active for 24 hours.
  - Important note: Your username has changed to first initial last name (may be truncated).
- If we have not pre-added you, you will get this screen:

**All fields are required.** Your Customer ID number can be found on any invoice or acknowledgement. *Please use your business email for the best security.* Press **Continue**. You will receive an email from [donotreply@krisisystems.com](mailto:donotreply@krisisystems.com) with your user name and a link to set your password as soon as the registration request is processed. The link will stay active for 24 hours.