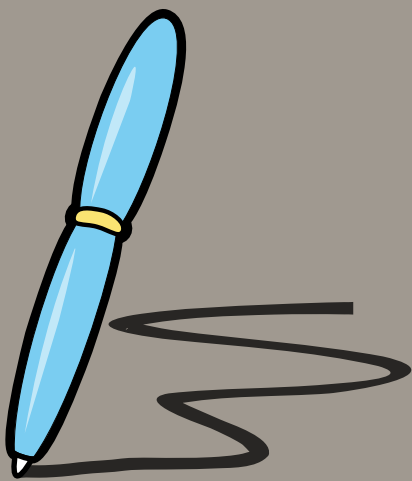


How to Create a New Distribution Code

1. ENSURE THE PI IS ACTIVE IN THE RCUH FINANCIAL PORTAL

The PI must have active accounts in the RCUH Financial Portal [before](#) requesting a New DC in the HR Portal



2. RCUH USER ACKNOWLEDGEMENT

If the PI and any users are new to the HR Portal, they must sign a [RCUH User Acknowledgement](#)

3. HR PORTAL ACCESS FORM

- Prepare an [HR Portal Access Form](#) and list all users to be added to the new DC
 - View the “How to Fill Out an HR Portal Access Form” user guide for instructions
- Attach any necessary RCUH User Acknowledgements to the PDF



4. eUPLOAD

Log in to the RCUH HR Portal and open eUpload. Select “Click here to submit a new eUpload Request” > eUpload Type: “[HR Portal Access Form - New DC](#)”



NEED HELP?

Email us at RCUH_HRIS@rcuh.com
or call us at 808-956-8900.