

RSA Purchase Program – One-Page Help Guide

(For RSAs)

Who This Guide Is For

This guide is for **Retail Sales Associates (RSAs)** applying to the **RSA Purchase Program**.

It explains **how to apply**, **what emails you'll receive**, and **what happens after you submit**.

Step 1: Submit Your Application

1. Open the [RSA Purchase Program Application Form](#)
2. Complete all required fields and submit the form.

Important

- You may submit **only ONE application per program year**

What Happens After You Apply

Once submitted, the system automatically checks:

- Whether you already applied this year
- Whether your **Door ID / CUS#** is valid
- Whether the store/account is **open, active, and within program dates**

Possible Results

✓ Application Accepted

- Your application moves forward automatically
- Your TSI Account Rep is notified to review it
- **No action needed from you**

✗ Duplicate Application

- You'll receive an email saying an application already exists
- **No action needed**

✗ Invalid or Closed Account

- Your application cannot move forward
- You may be contacted if more information is needed

Approval Process (What You'll See)

- Systems check happens instantly
- Account Rep reviews usually happen in 2-3 business days.
- We'll send Account Reps 2 reminders to review
 - Reminder #1: sent 3 business days after application is submitted
 - Reminder #2: sent 5 business days after application is submitted
- Only after 5 business days should you reach out for a status update.
- Once Account Rep reviews, operations processing happens in 1 business day.

Final Approval & Purchase Codes

Once Operations completes processing:

- You'll receive a **Final Approval Email**
- This email includes:
 - Your approved **purchase codes**
 - Next steps on how to use them

 **No additional action is required unless the email says otherwise**

Key Things to Remember

- Apply **once per year only**
- Double-check your **Door ID / CUS#** before submitting
- Watch your email for:
 - Duplicate notices
 - Approval or denial updates
 - Final approval with purchase codes