

Log into your Member Portal account by following these steps

1. Go to www.my.rtca.org.
2. Click “Log In” at the top of the web page. This will bring you to RTCA’s Community Hub page.
3. Enter email and password and click “Log In”.

If you do not remember your login credentials, click “Forgot your password?” and enter your email address. Your credentials will be automatically emailed to you.

If you do not have an account, click “Don’t have an account?” and enter the requested information and click “Create Account”.

Once you have logged on, follow these instructions to order the document:

4. Click on the “Store” tab at the top of the web page.
5. Documents can be found via the Categories on the Left tool bar or by typing the document name or number into the “Search” field.
6. Click on the document number or title of the document you wish to order, please ensure you are purchasing Electronic or Hard Copy, as needed.
7. Select the “Details” button for the document you would like to purchase.
8. Document quantity defaults to “1” but can be changed by moving the arrows up and down, or by typing in the quantity desired.
9. Click “Add to Cart”.
10. Additional documents can be purchased by repeating steps 5-9.
11. After selecting all documents, click “Checkout”.
12. Review the order and Electronic License Agreement, for soft copy orders, and click “Submit”.

13. Member soft copy orders do not require any additional information. An order confirmation will display.
14. Non-member orders and hard copy orders will require shipping and credit card billing information to be entered.
15. Click "Submit".
16. The next screen will display an order summary with confirmation number, transaction date, billing address and a listing of the merchandise purchased.
17. An e-mail from info@rtca.org will be automatically sent to you. If you do not receive the email within 10 minutes, please check your spam or junk box before contacting docsales@rtca.org.

If your order included a Soft Copy document, you will receive a second email with additional instructions to download the documents ordered. Access to soft copy documents is limited to 7 days or 10 views of the pdf file download page, whichever occurs first.

For Questions contact RTCA, Document Sales Department:
Phone.....202-833-9339
Email.....docsales@rtca.org