

## **RCSA Business Solutions**

### **For access to free files via Newshub**

1. Go to **log on** hyperlink in Newshub, first line under the heading **Latest Tools and Resources**
2. This will take you to the RCSA website. The log on is in the top right hand corner. Enter your details and log on.
3. Select Tools & Resources > Free Templates & Business Resources
3. You will see a welcome message and below that you will see **click here**.
4. After you click that hyperlink you will see a table with the word **Filter**. Click on Filter and a list of new files will appear.
5. Click on **Free** to access each file.