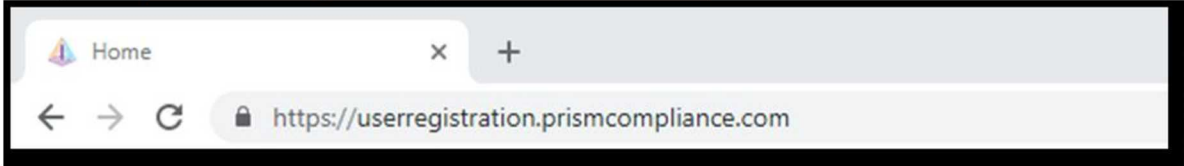


Create PRiSM Administrator User Account

*Before you begin, you will need your PRiSM PIN number «PIN» and your business' EIN/Tax ID number

1. Navigate to <https://userregistration.prismcompliance.com/>



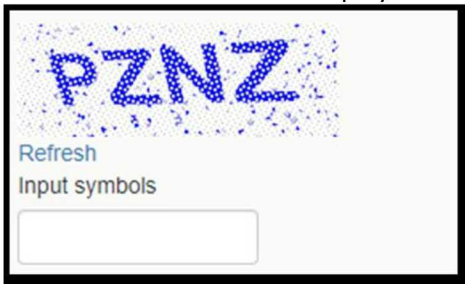
2. Click **Register Now**



3. Enter your **EIN** and **PIN** numbers

A screenshot of a registration form. It contains two input fields: "EIN *" and "PIN *". Both fields are currently empty.

4. Enter the **CAPTCHA** code displayed on the screen

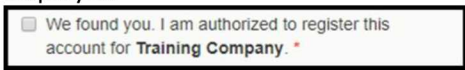


5. Click **Next**



- a. If you receive the **Your PIN and/or EIN does not match our records...** pop-up, please verify your EIN and PIN numbers. If you continue to receive the message, please contact Diversity Office immediately for assistance.

6. Check the **We Found You.** box after reviewing the line to make sure the correct business name is displayed



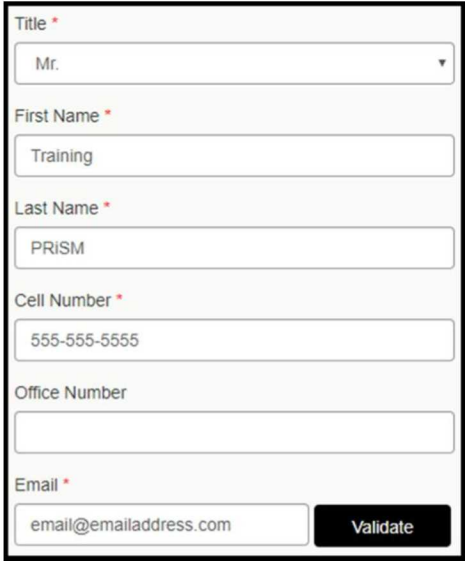
- a. If the incorrect business name is displayed, please contact DIVERSITY OFFICE immediately for assistance.

7. Click **Next**



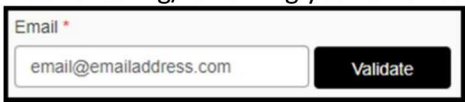
A horizontal button bar with two buttons: "Cancel" on the left and "Next" on the right. The "Next" button is highlighted in black with white text.

8. Review, correct, and/or enter the business information requested on the screen



A form with several input fields and a "Validate" button. The fields are: "Title" (dropdown menu with "Mr." selected), "First Name" (text input with "Training"), "Last Name" (text input with "PRISM"), "Cell Number" (text input with "555-555-5555"), "Office Number" (empty text input), and "Email" (text input with "email@emailaddress.com"). A "Validate" button is located to the right of the email field.

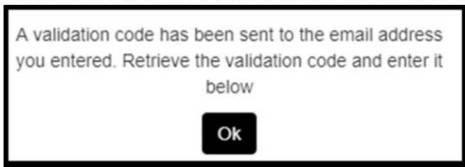
9. After entering/reviewing your email address, click **Validate**



A close-up of the "Email" field and the "Validate" button. The "Email" field contains "email@emailaddress.com" and the "Validate" button is to its right.

- a. A **Validation Code** will be sent to the email address you entered. Open your email and retrieve the Validation Code. If you do not receive the email, check your spam folder for an email from **DoNotReply@prismcompliance.com**. The subject of the email will be **PRISM verification code**.

10. Click **Ok** on the **A validation code has been sent...** pop-up message



A pop-up message box with the text: "A validation code has been sent to the email address you entered. Retrieve the validation code and enter it below". Below the text is an "Ok" button.

11. Enter the Validation Code you retrieved from your email into the **Validation Code** field



A single text input field labeled "Validation Code" with a red asterisk indicating it is required.

12. Click **Next**



A horizontal button bar with two buttons: "Cancel" on the left and "Next" on the right. The "Next" button is highlighted in black with white text.

13. Complete the **Username, Password** and **Hint** fields

Choose Username *

Username should be of minimum 6 characters and maximum 20 characters with at least one number and one alphabet.

Choose Password *

Confirm Password *

Password Hint *

Password Hint Answer *

- a. You will need this information to log into PRISM, so please either remember what you entered or record it somewhere it can be secured

14. Click **Next**

◀ Back Next

15. Review the **Terms of Usage** and check the box beside **I agree with the Terms of Usage**

Use of any information obtained on this website is voluntary and reliance on it should only be undertaken after an independent review of its accuracy, reliability, completeness, usefulness and timeliness. Such independent review is solely the responsibility of those accessing [JurisdictionName]'s website.

I agree with the Terms of Usage. [Privacy Policy](#)

- a. If there is something you don't agree with in the statement, please contact DIVERSITY OFFICE immediately for assistance.

16. Click **Register Me**

◀ Back Register Me

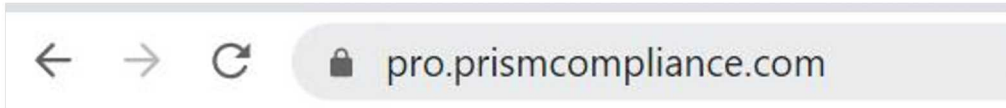
17. Once completed, you will receive a **Registration has completed successfully!** message on the screen and an email with the **Username** you entered

Registration has completed successfully!

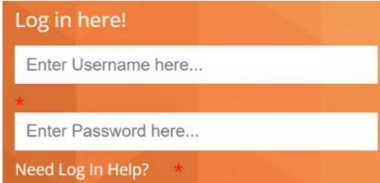
Create additional PRISM users for your business

*Before you begin, you will need your **PRISM** Username and Password

1. Navigate to <https://pro.prismcompliance.com/>



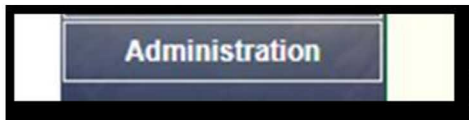
2. Enter your **Username** and **Password**

A screenshot of a login form with an orange background. It features the text "Log in here!" at the top, followed by two input fields: "Enter Username here..." and "Enter Password here...". A red asterisk is visible to the left of the password field. At the bottom, there is a link that says "Need Log In Help?" with a red asterisk.

3. Click **Login**



4. Click **Administration**



5. Click **Manage Users Profile**



6. Click **Add New User**



7. Complete the required fields

The screenshot shows a registration form with the following fields and labels:

- User ID *: [Empty text box]
- Select Jurisdictions *: [Dropdown menu showing "All items checked"]
- First Name *: [Empty text box]
- Last Name *: [Empty text box]
- Password *: [Empty text box]
- Check Password *: [Empty text box]
- Email: * [Empty text box]
- Phone: * [Empty text box]
- Title: [Empty text box]

Red error messages are displayed below the "User ID" and "Password" fields:

- User ID is required.
- Password is required.

- a. The password you enter is only a temporary password. When the user first logs into PRISM, they will be prompted to change it.

8. Click **Save**



9. You now will need to provide the **Username** (User ID) and **Password** you entered to the user
 - a. The user will receive an email with your business' PRISM PIN «PIN» number , so if they forget their User ID in the future they can click New Log In Help? on the log in page to retrieve it.