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.primecompliance.com/

2. Click Register Now

3. Enter your EIN and PIN numbers

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**

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

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

   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**

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

12. Click **Next**
13. Complete the **Username**, **Password** and **Hint** fields

   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**

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

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

16. Click **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
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/](https://pro.prismcompliance.com/)

2. Enter your Username and Password

3. Click Login

4. Click Administration

5. Click Manage Users Profile

6. Click Add New User
7. Complete the required fields

   ![User ID and Password Input Fields]

   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.