How to set up an Authorized User in Sales Professional Access

Step 1

- Go to Sales Professional Access, log in and go to your profile in the upper right corner.
- Select Account Access Management.



Step 2

• On the Account Access Management page, select Add an Authorized User and fill out the required fields. In order to receive epolicy emails, the user must select the authorized user access level as <u>Full.</u>

Sales Professional Access Produc	cts Sales & Marketing Reports	Training & Compliance	Sei
Your Accounts	Production Number	Producer Name	Title
Tour Accounts	0163886	ELIZABETH SETLAK	Producer
These are the accounts you have access to view.			
	Use the registration key you received to access another producer's account.		
	Add Access		
Authorized Users You can assign others to have access to your Sales Professional Access account. This is being offered so you won't have to share your user ID with others.	Add an Authorized User Please provide the following information for First Name Mi	the individual you would like to add: ddle Name	Last Name
Authorized Users You can assign others to have access to your Sales Professional Access account. This is being offered so you won't have to share your user ID with others. Changes are generally handled within one business day.	Add an Authorized User Please provide the following information for First Name Mi Date of Birth	the individual you would like to add: ddle Name Email	Last Name
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Authorized Users You can assign others to have access to your Sales Professional Access account. This is being offered so you won't have to share your user ID with others. Charges are generally handled within one business day. Watch a short video to learn more	A dat Authorized User Please provids the following information for First Name Million Date of Birth This must match the Authorized User's actual date of this theosens it will be used during regionator. Access Level Full Moderate I agree to the terms and conditions	the individual you would like to add: ddle Name Email Limited	Last Name

• Once you submit the request, an email is sent to Mutual of Omaha to set up the authorized user. Once that process is completed, the authorized user will receive an email from Mutual of Omaha with subject line Authorized User Request:

Mutual of Omaha Authorized User Request

• The email will contain the authorized user's Registration Key that will allow them to create their account. The authorized user will need the registration key as well as the date of birth provided by the user in the original request to set up their account.

their account in Sales Professional Access. Use the registration key below to complete the setup process.
Registration Key: SPAIUUVLrnHGt (Expires in 30 days)
New to the website? Create your personal account using the key above. Create Account
— or —
Already have an account? Set up access to account using the key above. Add Access (Login Required)
🕢 Митиаl#Отана
Welcome to Mutual of Omaha! Please enter the registration key provided in your email along with your date of birth. Registration Key: SPASIBIAbKaSd
Date of Birth (MM/DD/YYYY): 01/01/2000
Continue Cancel
mutualofomaha.com Contact Us Privacy Policy Terms of Use © 2015Mutual of Omaha Insurance Company. All rights reserved. Image: Company C

Step 4:

• Select "sign up as a new user" You will then need to create your account including agreeing to the security agreement.

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