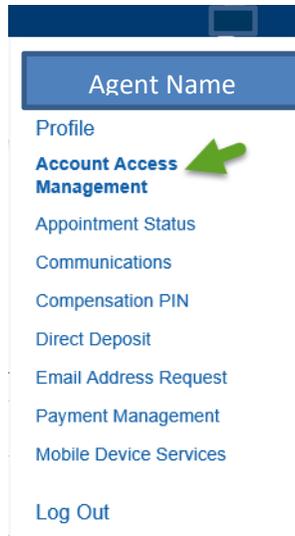


How to set up an Authorized User in Sales Professional Access

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 Full.

A screenshot of the 'Add an Authorized User' form in the Sales Professional Access system. The form is titled 'Add an Authorized User' and includes the following fields and options:

- Production Number:** 0163886
- Producer Name:** ELIZABETH SETLAK
- Title:** Producer
- Use the registration key you received to access another producer's account.** (with an 'Add Access' button)
- Authorized Users:** (with a green arrow pointing to the 'Add an Authorized User' link)
- Please provide the following information for the individual you would like to add:**
- First Name:** [Text Input]
- Middle Name:** [Text Input]
- Last Name:** [Text Input]
- Date of Birth:** [Date Input]
- Email:** [Text Input]
- Access Level:** Full, Moderate, Limited
- I agree to the [terms and conditions](#)
- Submit** button

Step 3

- 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:



- 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.

[Redacted] has granted you permission to view their account in Sales Professional Access. Use the registration key below to complete the setup process.

Registration Key: **SPAIUUVLrnHGt**
(Expires in 30 days)

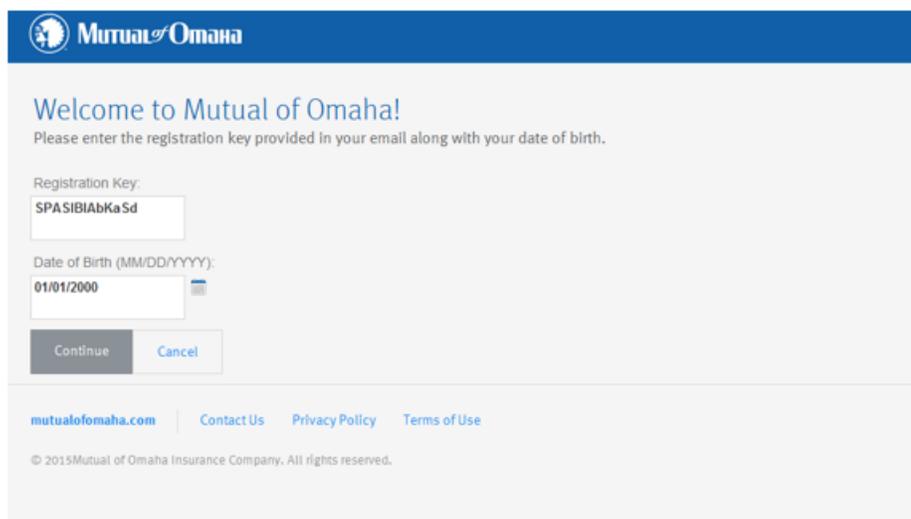
New to the website?
Create your personal account using the key above.

Create Account

— or —

Already have an account?
Set up access to [Redacted] account using the key above.

Add Access
(Login Required)



The screenshot shows the Mutual of Omaha website's registration page. At the top is the Mutual of Omaha logo. Below it, the heading reads "Welcome to Mutual of Omaha!" followed by the instruction "Please enter the registration key provided in your email along with your date of birth." There are two input fields: "Registration Key:" with the value "SPASIBIBaKaSd" and "Date of Birth (MM/DD/YYYY):" with the value "01/01/2000". Below these fields are "Continue" and "Cancel" buttons. At the bottom of the page, there are links for "mutualofomaha.com", "Contact Us", "Privacy Policy", and "Terms of Use", along with a copyright notice: "© 2015 Mutual of Omaha Insurance Company. All rights reserved."

Step 4:

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

