



DART CONTRACT COMPLIANCE SYSTEM

USER REGISTRATION INSTRUCTIONS

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**

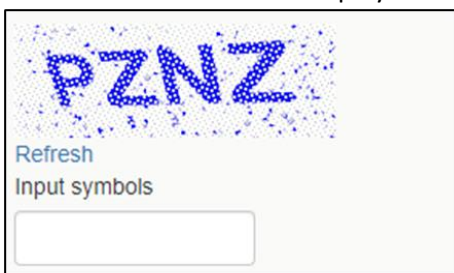


3. Enter your **EIN** and **PIN** numbers

EIN *

PIN *

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 diversitycompliance@dart.org immediately for assistance.

Contact: DART's Diversity & Inclusion Department @ diversitycompliance@dart.org for any additional information or assistance.

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

We found you. I am authorized to register this account for **Training Company.** *

- a. If the incorrect business name is displayed, please contact diversitycompliant@dart.org immediately for assistance.

7. Click **Next**

Cancel Next

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

Title *
Mr. ▼

First Name *
Training

Last Name *
PRISM

Cell Number *
555-555-5555

Office Number

Email *
email@emailaddress.com Validate

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

Email *
email@emailaddress.com 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

A validation code has been sent to the email address you entered. Retrieve the validation code and enter it below

Ok

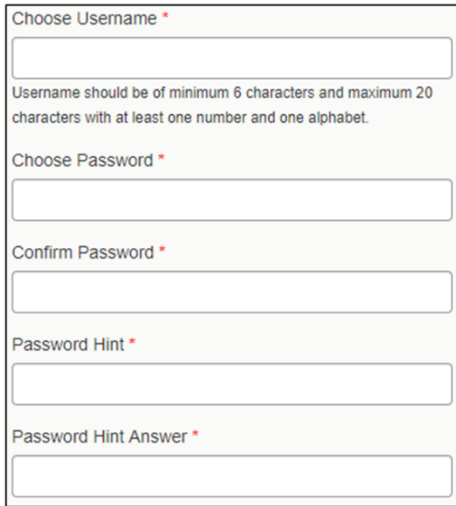
11. Enter the Validation Code you retrieved from your email into the **Validation Code** field

A rectangular input field with a thin border. The text "Validation Code *" is positioned at the top left of the field.

12. Click **Next**

A horizontal button bar containing two buttons. On the left is a white button with the text "Cancel". On the right is a black button with the text "Next" in white.

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

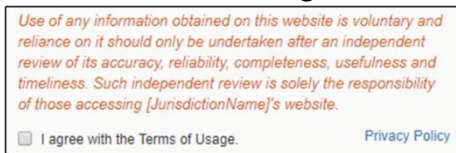
A registration form with five input fields. The first field is labeled "Choose Username *" and has a note below it: "Username should be of minimum 6 characters and maximum 20 characters with at least one number and one alphabet." The second field is labeled "Choose Password *". The third field is labeled "Confirm Password *". The fourth field is labeled "Password Hint *". The fifth field is labeled "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**

A horizontal button bar containing two buttons. On the left is a white button with a left-pointing arrow and the text "Back". On the right is a black button with the text "Next" in white.

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

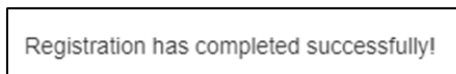
A section containing a paragraph of text in red: "Use of any information obtained on this website is voluntary and reliance on it should only be undertaken after an independent review of its accuracy, reliability, completeness, usefulness and timeliness. Such independent review is solely the responsibility of those accessing [JurisdictionName]'s website." Below the text is a checkbox labeled "I agree with the Terms of Usage." and a link labeled "Privacy Policy".

- a. If there is something you don't agree with in the statement, please contact diversitycompliance@dart.org immediately for assistance.

16. Click **Register Me**

A horizontal button bar containing two buttons. On the left is a white button with a left-pointing arrow and the text "Back". On the right is a black button with the text "Register Me" in white.

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

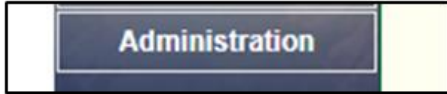
A rectangular box with a thin border containing the text "Registration has completed successfully!".

Contact: DART's Diversity & Inclusion Department @ diversitycompliance@dart.org for any additional information or assistance.

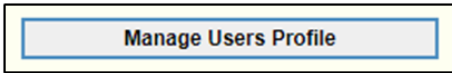
CREATE ADDITIONAL PRISM USERS FOR YOUR BUSINESS

*These steps begin after you have logged into PRISM; see the **Review PRISM Profile And Address Information** process for these steps if needed

1. Click **Administration**



2. Click **Manage Users Profile**



3. Click **Add New User**



4. Complete the required fields

User ID *:	<input type="text"/>	User ID is required.
Select Jurisdictions *:	All items checked ▼	
First Name *:	<input type="text"/>	
Last Name *:	<input type="text"/>	
Password *:	<input type="password"/>	Password is required.
Check Password *:	<input type="password"/>	
Email: *	<input type="text"/>	
Phone: *	<input type="text"/>	
Title:	<input type="text"/>	

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

5. Click **Save**



6. 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.

Contact: DART's Diversity & Inclusion Department @ diversitycomplan@dart.org for any additional information or assistance.