Sales Professional Access (SPA)

How to Add an Authorized User to your SPA Account



Okta – Mutual of Omaha's New Information Security Platform

- Effective February 24, 2022, Mutual of Omaha is modernizing the way producers and marketers securely access Sales Professional Access by implementing a new platform called Okta
- Okta is a two-factor authorization process. SPA Login credentials cannot be shared
 - Okta two-factor authorization includes: Okta Verify app, SMS/Text, email and voice
- What does this mean to you? You must register with Okta prior to February 24th and you may need to add Authorized Users to your SPA account
- To register for Okta: visit https://login.mutualofomaha.com and follow the prompts
- Review the Okta **procedure document** for more information



Okta – Mutual of Omaha's New Information Security Platform



- As ALL users of SPA need to register for Okta, and you may need to add Authorized Users to your SPA account
 - Each Authorized User will have their own login credentials to SPA
 - Okta is a two-factor authorization process login credentials cannot be shared

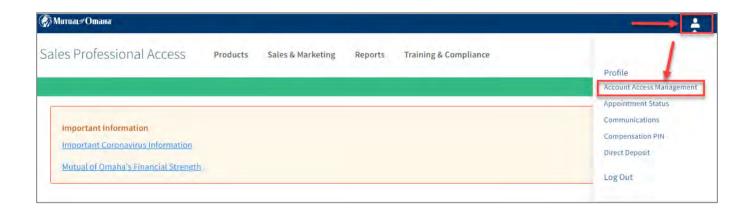


Here's how to add Authorized Users to your SPA account



How to Add an Authorized User to SPA

Select the PROFILE image in the upper right-hand corner and select
ACCOUNT ACCESS MANAGEMENT from the drop-down





Determine the Access Level each Authorized User should be granted

- You can select the level of access each Authorized User has on SPA
- NOTE: SPA accounts with a Compensation PIN will still require the PIN to view Compensation Reports and Direct Deposit information

ill Access	Moderate Access	Limited Access
ØØ	0	②
⊘		Ø
~	②	
Ø		
∅	②	
②	0	
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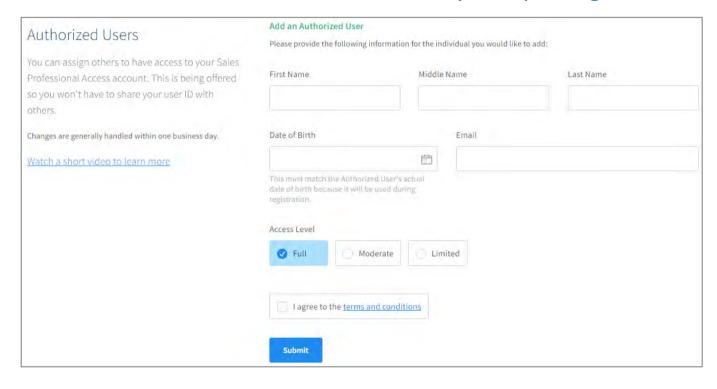


How to Add an Authorized User to SPA

• For EACH user of SPA, add them as an Authorized User by completing the

required fields

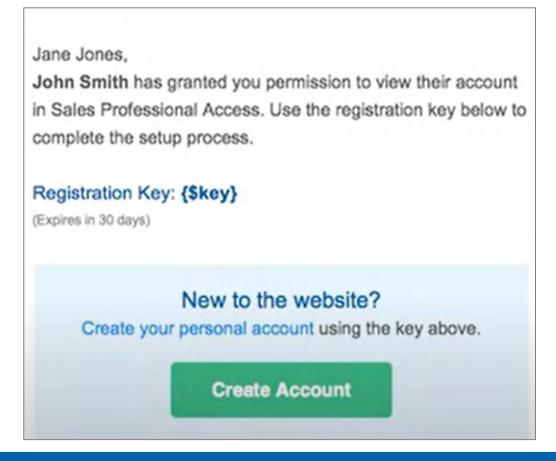
NOTE: the Date of Birth (DOB) MUST match the Authorized User's actual DOB





Next Steps for the Authorized User

- Once you select SUBMIT to add an Authorized User, the Authorized User receives an email from Mutual of Omaha to complete the registration process
- The Authorized User should follow the instructions in the email to complete the registration process









Questions?

Please call our Field Assistance Center at 800-847-9785

