



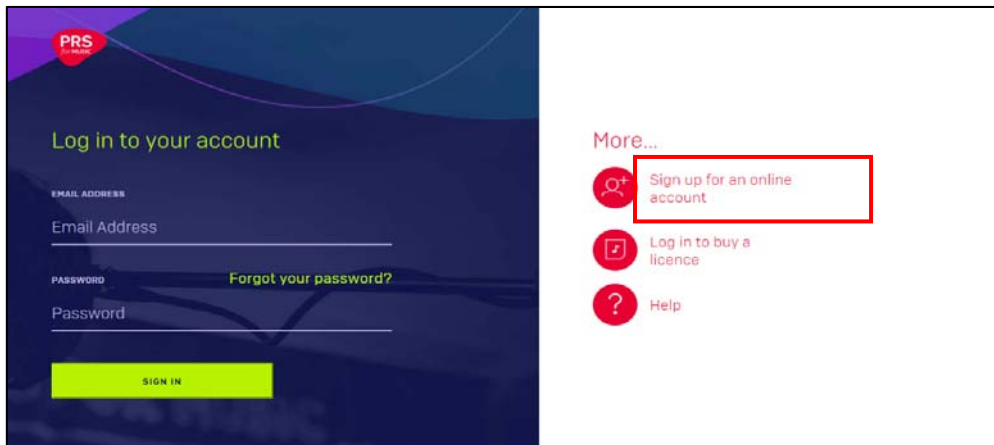
## **BBC and BBC Studios employees**

Creating your *PRS for Music* works database online account

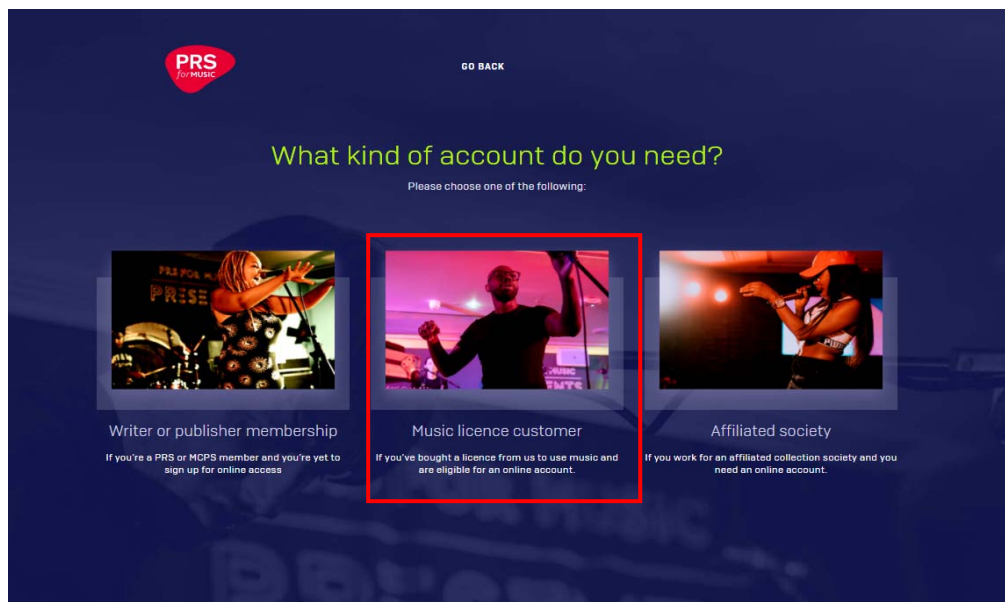
To continue to access the *PRS for Music* works database, BBC and BBC Studios employees need to create a personal online account.

## Creating your online account

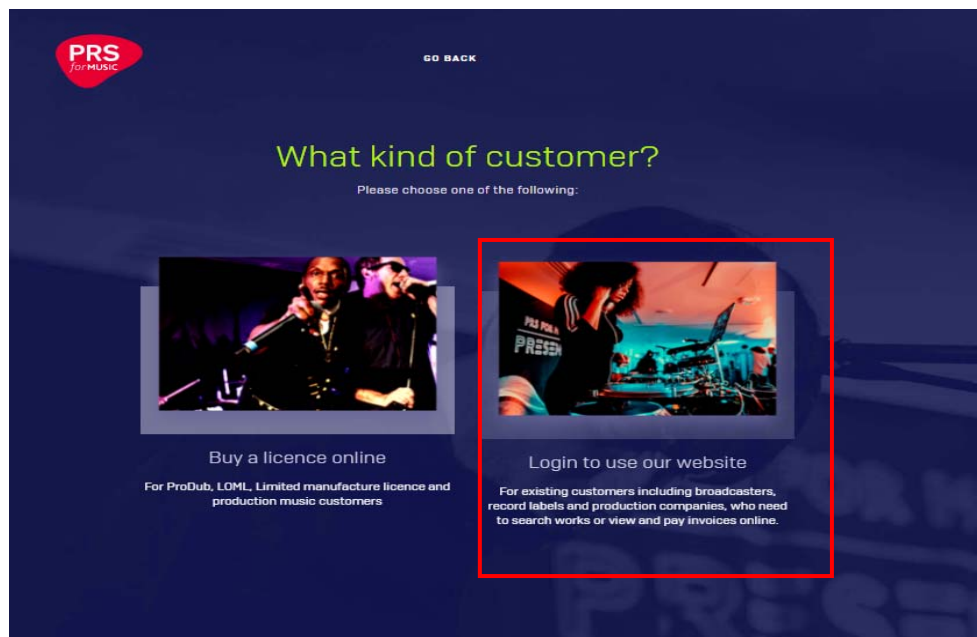
1. Visit [www.prsformusic.com](http://www.prsformusic.com)
2. Click **login**
3. Click **Sign up for an online account**.



4. Select **Music licence customer**.



5. Select **Login** to use our website.



6. Complete the registration process by clicking '**Yes**' and entering:

- your name
- your **@bbc.co.uk** or **@bbc.com** email address
- the BBC unique **PRS Online Account No: 211386486586**

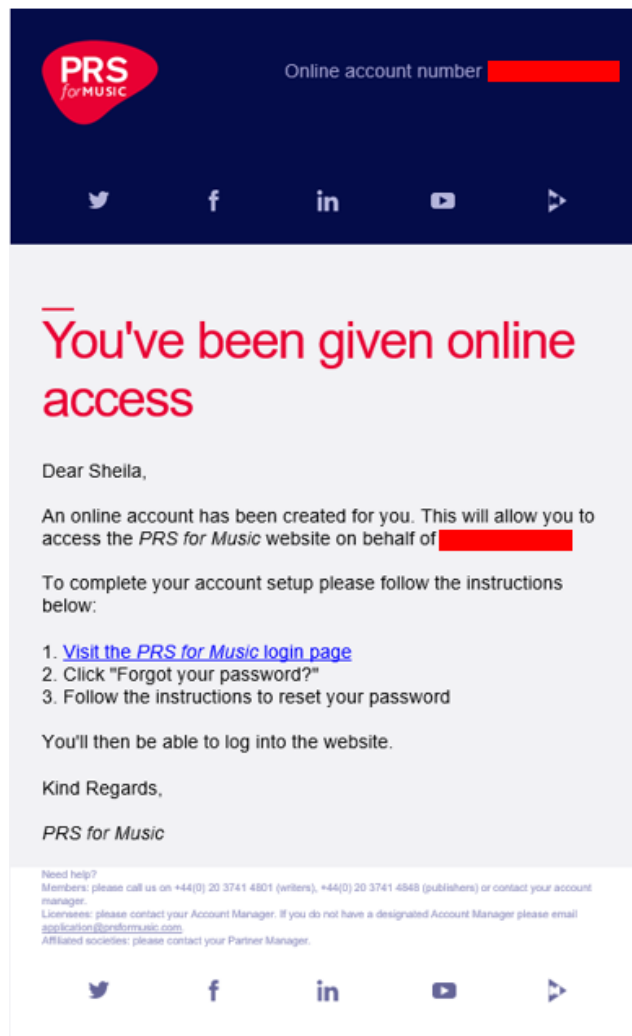
When complete click **Submit**

The screenshot shows the "Sign up for an online licensee account" form. The form has a header with navigation links: Home, Sign up, Licensee, Account. The main heading is "Sign up for an online licensee account". Below this, there are several sections: "HAS YOUR COMPANY HAD AN ACCOUNT BEFORE" with radio buttons for "No" and "Yes" (the "Yes" button is selected); "PRIS ONLINE ACCOUNT NO." with a text input field containing "PRS Account id"; "FIRST NAME" with a text input field containing "e.g. Alice"; "LAST NAME" with a text input field containing "e.g. Coltrane"; "EMAIL ADDRESS" with a text input field containing "e.g. Alice.Coltrane@publisher.com"; and a "I'm not a robot" checkbox with a reCAPTCHA logo. A red box highlights the entire form area. A blue arrow points to the "PRIS ONLINE ACCOUNT NO." field, and a blue bracket points to the "FIRST NAME", "LAST NAME", and "EMAIL ADDRESS" fields.

Please enter the following PRS Online Account No: **211386486586**. This has been assigned to the BBC and BBC Studios by *PRS for Music* and allows us to give you automatic access to our works database.

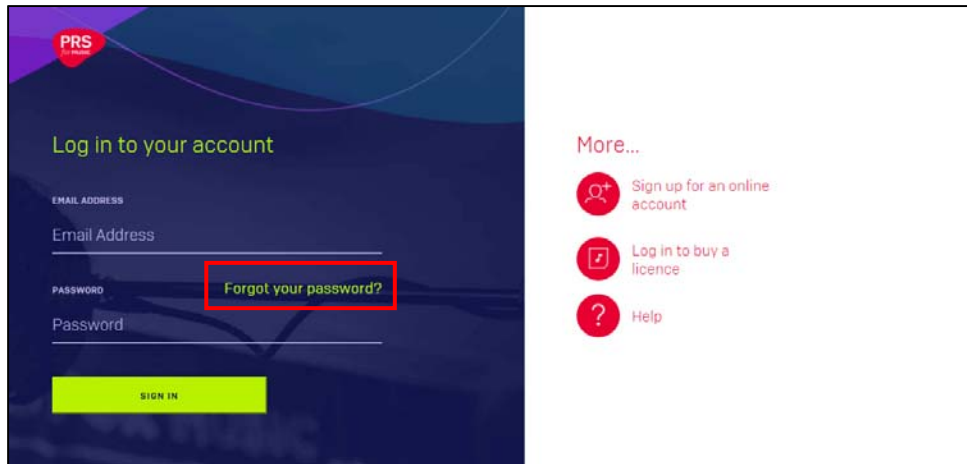
Please enter your name and email address. **This must be your BBC or BBC Studios email address.**

7. You will then receive an email confirming your online account creation.

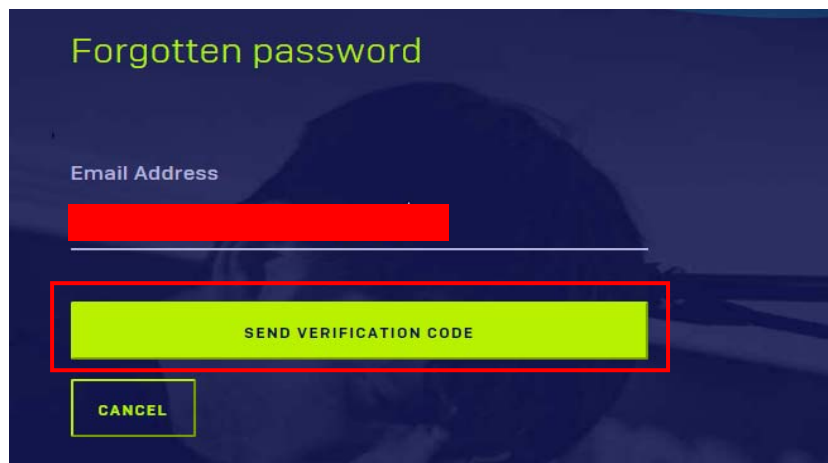


## Logging in to your *PRS for Music* account for the first time

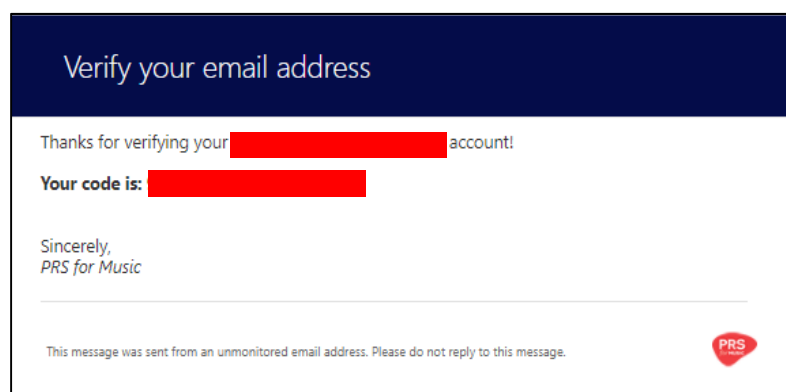
1. Click **Forgot your password?**



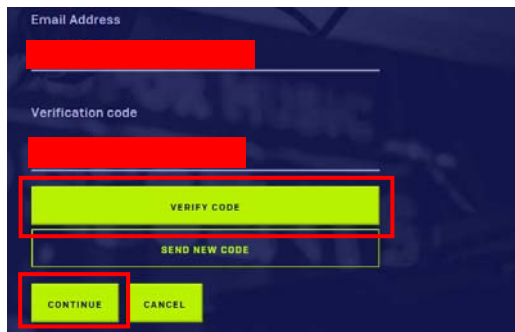
You will need to enter your email address and click '**send verification code**'. This must be the email address your online account is registered under.



2. You will then receive an email from *Microsoft on behalf of PRS for Music* confirming your verification code. It is possible this email may be directed to your 'Junk', 'Spam' or 'Clutter' folder. You need to make sure you open your email inbox in a separate browser window or tab.



- Return to the password reset page and enter the code. Click **Verify Code**, followed by **Continue**.

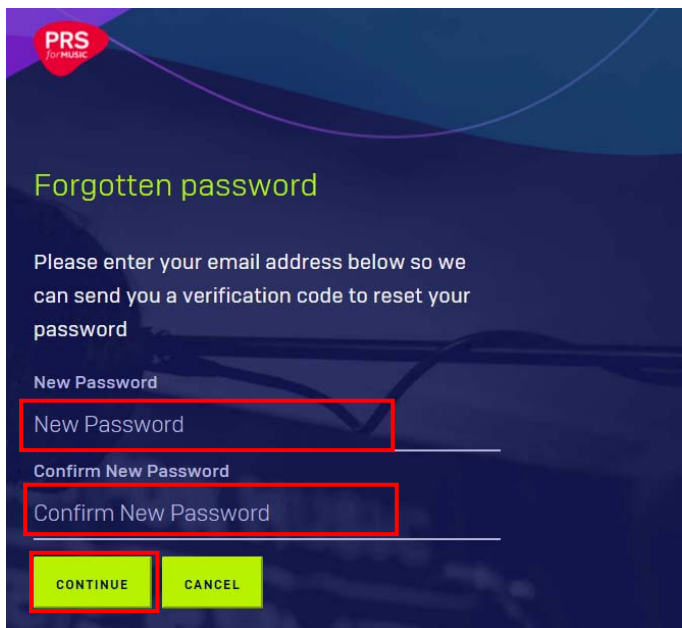


A screenshot of a password reset verification page. It features a dark blue background with a faint mountain range. At the top left is the PRS for Music logo. The page contains two input fields: 'Email Address' and 'Verification code', both with red bars obscuring the text. Below these are two buttons: 'VERIFY CODE' and 'SEND NEW CODE', both highlighted with a red border. At the bottom are two buttons: 'CONTINUE' and 'CANCEL', also highlighted with a red border.

- Enter your new password and click **Continue**.

Your password must be at least 8 characters in length and must contain 3 of the following categories:

- lowercase letters
- uppercase letters
- numbers
- symbols



A screenshot of a password reset page. It features a dark blue background with a faint mountain range. At the top left is the PRS for Music logo. The page contains the heading 'Forgotten password' in green. Below it is a paragraph: 'Please enter your email address below so we can send you a verification code to reset your password'. There are two input fields: 'New Password' and 'Confirm New Password', both with red bars obscuring the text. Below these are two buttons: 'CONTINUE' and 'CANCEL', both highlighted with a red border.

If you require further help with accessing your account, please refer to the [Help](#) area of the *PRS for Music* website.