



Creating your *PRS for Music* works database online account

Received an email request to reset your password?

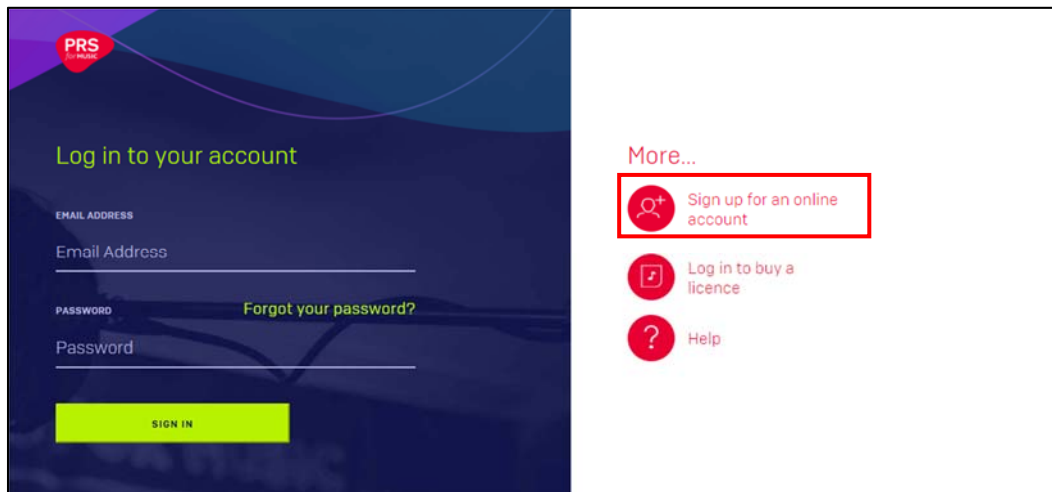
If so, your new online account has been created for you. Please go to the instructions for **logging into your account for the first time**.

Not received an email?

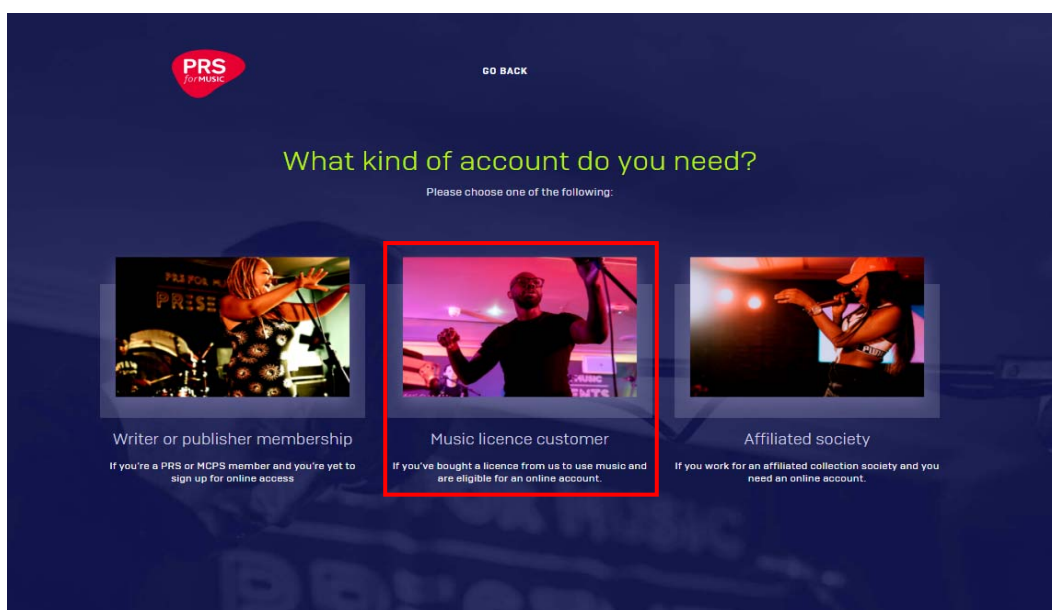
Please go to the instructions for **creating your online account**.

Creating your online account

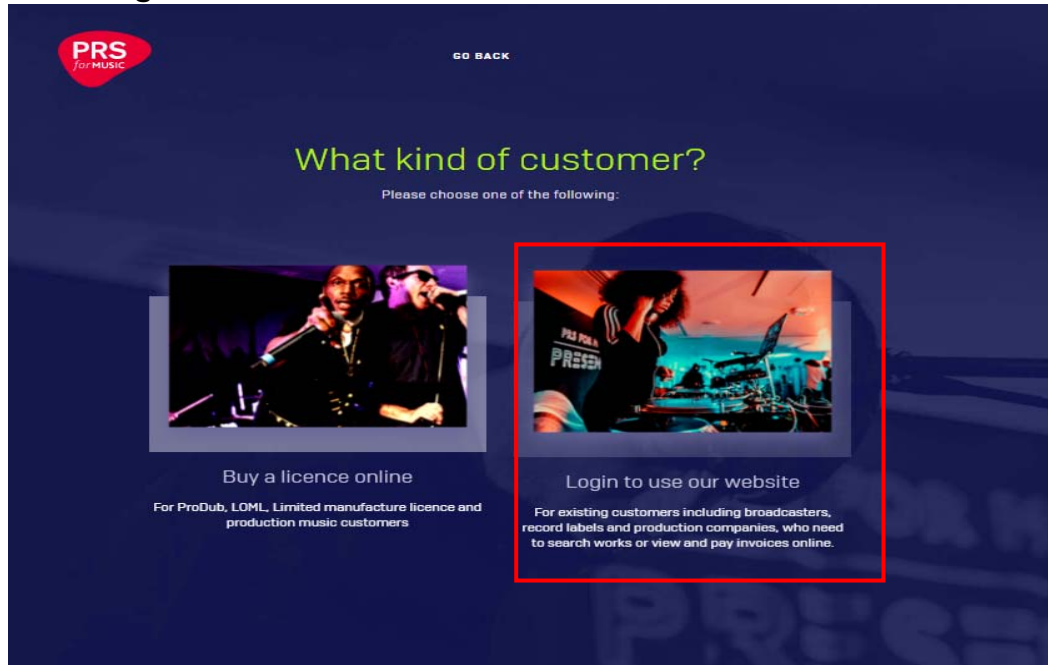
1. Visit www.prsformusic.com
2. Click **login**
3. Click **Sign up for an online account**.



4. Select **Music licence customer**.



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



If your company is already registered but you need a unique login please provide the following:

- the PRS Online Account No (existing users at your company can find this in 'my account' when logged in)
- your name
- email address

If your company does not already have an online account, please sign up by providing the following:

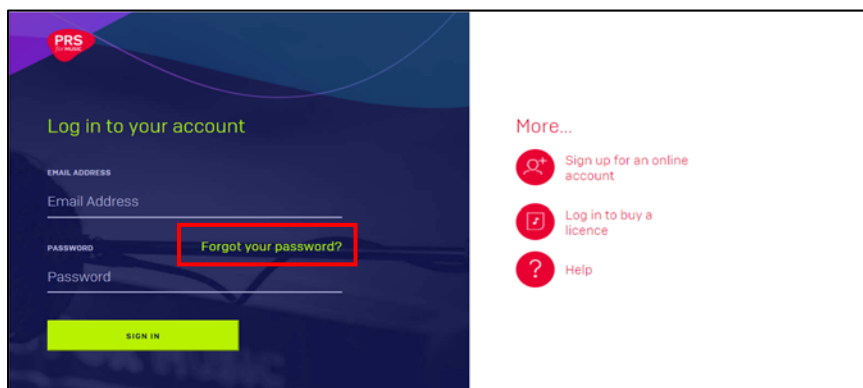
- your name
- email address
- company name and type

When complete click **Submit**

6. Your request will be reviewed for approval. This will either be by the admin user from your company or by *PRS for Music* if there are no existing accounts for your company. Once the request has been approved, you will receive an email asking you to create a password. For further information see **logging in to your account for the first time** below.

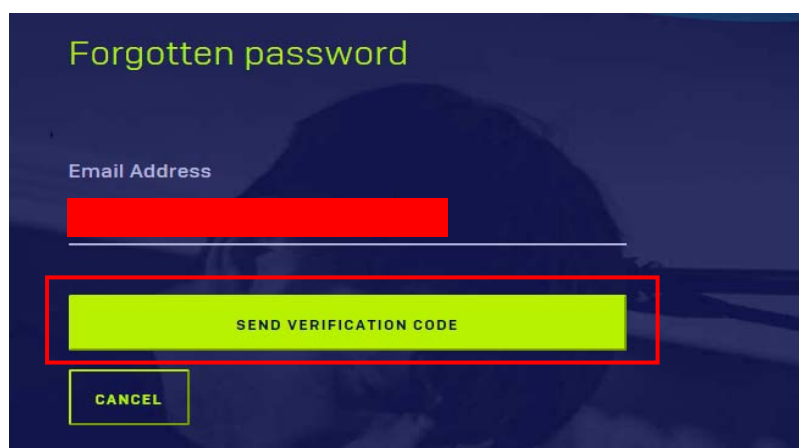
Logging in to your *PRS for Music* account for the first time

1. Click **Forgot your password?**



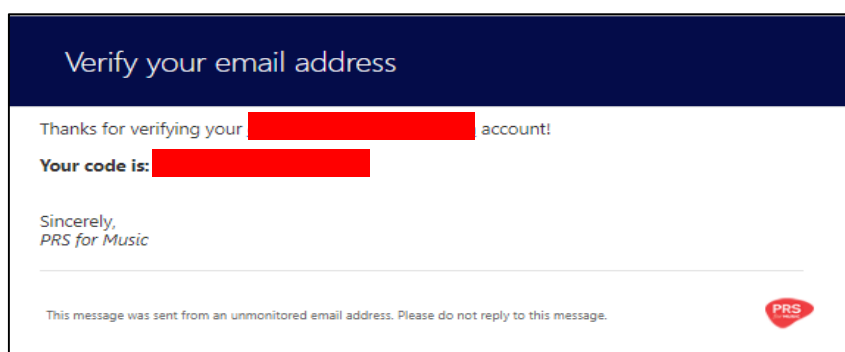
The screenshot shows the PRS for Music login interface. On the left, there are input fields for 'EMAIL ADDRESS' and 'PASSWORD', a 'SIGN IN' button, and a link for 'Forgot your password?'. On the right, under 'More...', there are links for 'Sign up for an online account', 'Log in to buy a licence', and 'Help'. The 'Forgot your password?' link is highlighted with a red rectangular box.

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.



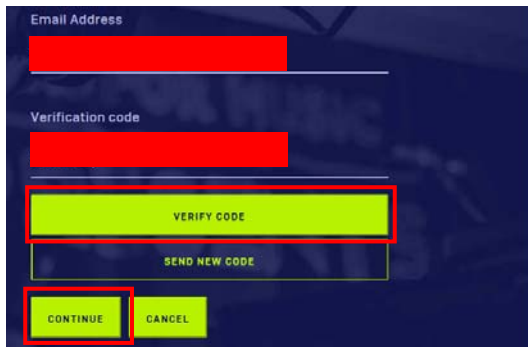
The screenshot shows the 'Forgotten password' screen. It features an 'Email Address' input field with a red redaction bar. Below it is a large green 'SEND VERIFICATION CODE' button, which is highlighted with a red rectangular box. A smaller 'CANCEL' button is located at the bottom left.

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.



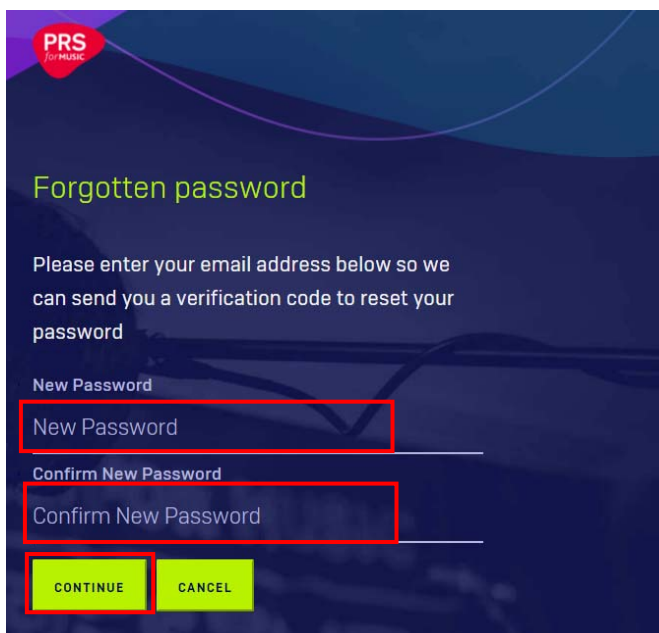
The screenshot shows an email titled 'Verify your email address'. The body of the email says: 'Thanks for verifying your [redacted] account!' followed by 'Your code is: [redacted]'. The verification code is highlighted with a red rectangular box. The email is signed 'Sincerely, PRS for Music'. At the bottom, there is a disclaimer: 'This message was sent from an unmonitored email address. Please do not reply to this message.' and the PRS for Music logo.

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



The screenshot shows a dark blue background with a faint mountain range. At the top left is the PRS for Music logo. Below it, the text 'Email Address' is followed by a redacted input field. Underneath, 'Verification code' is followed by another redacted input field. A large yellow button labeled 'VERIFY CODE' is highlighted with a red border. Below it is a smaller yellow button labeled 'SEND NEW CODE'. At the bottom left, a yellow button labeled 'CONTINUE' is highlighted with a red border, and a yellow button labeled 'CANCEL' is to its right.

- Enter your new password and click **Continue**. Your password must be at least 8 characters in length and must contain at least 3 of the following categories:
 - lowercase letters
 - uppercase letters
 - numbers
 - symbols



The screenshot shows the PRS for Music logo at the top left. The main heading is 'Forgotten password' in yellow. Below it, the text reads: 'Please enter your email address below so we can send you a verification code to reset your password'. There is a redacted input field for the email address. Below that, the text 'New Password' is followed by a redacted input field. Underneath, 'Confirm New Password' is followed by another redacted input field. At the bottom left, a yellow button labeled 'CONTINUE' is highlighted with a red border, and a yellow button labeled 'CANCEL' is to its right.

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