

The final registration deadline for Okta is extended to February 24, 2022. We encourage you to register for Okta immediately, to avoid business disruption. Okta is a two-factor authentication process. **SPA login credentials cannot be shared.**

Before registering for Okta make sure your contact information on SPA is current. The contact information on file will be used for authentication.

**Step 1: Verify Contact Information on SPA**

- Log on to Sales Professional Access ([www.mutualofomaha.com/broker](http://www.mutualofomaha.com/broker))
- In the upper right-hand corner, select the image of the person
- Select "Profile"
- Review your information
- Update as needed your email address, mailing addresses and/or phone numbers
- After the change(s) are made, click "Update"

**Step 2: How to Register for Okta**

- Open browser window and go to <https://login.mutualofomaha.com/>
  - **This site is for Okta registration and authentication management only.**
  - **After successfully registering for Okta, you will continue to use the same SPA website ([mutualofomaha.com/broker](http://mutualofomaha.com/broker)) as you previously have.**
- Enter your SPA Username and click Next (*if you are unsure of your username or password, [click here](#) for instructions on how to identify this information*).
- Enter SPA password and click Sign In
- Choose a forgot password question
- Select a security image and click Create My Account
- A list of options will appear, you must select 1 and we recommend at least 2

**For complete setup instructions, please review the [Okta Instruction FAQ Guide](#).**

**Step 3: How to Add an Authorized User on SPA (optional)**

- You will need your SPA Username, **not** your email address to authenticate
- Prior to **February 24, 2022**, login into SPA and select the profile image in the upper right-hand corner
- Select the "Account Access Management" link from the drop-down menu
- Determine the access level for each authorized user
- Add authorized user(s) by completing the required fields

For step-by-step instructions on how to add an authorized user on SPA, [click here](#).

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Please contact us if you have any questions: Call: (866) 754-5716

E-Mail: [GPMSalesSupport@medsuppservices.com](mailto:GPMSalesSupport@medsuppservices.com)

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