

# Producer OnLine

Complete your account setup



1. You should have received a registration email from [noreply@upmc.edu](mailto:noreply@upmc.edu) with a link and instructions to register your account. This link is valid for 24 hours. If the registration link is expired, please contact [producerrelations@upmc.com](mailto:producerrelations@upmc.com) to receive a new link.
2. Click **Sign Up** to begin the registration process.
3. Choose a username and permanent password. The password must be between 8 and 16 characters, and it must contain a lowercase letter, an uppercase letter, a digit, and a symbol.
4. Complete two-step authentication by providing a phone number. You may choose to receive a code via a text message or phone call.
5. Once registration is complete, you will receive a welcome email with the link to the website for future use.