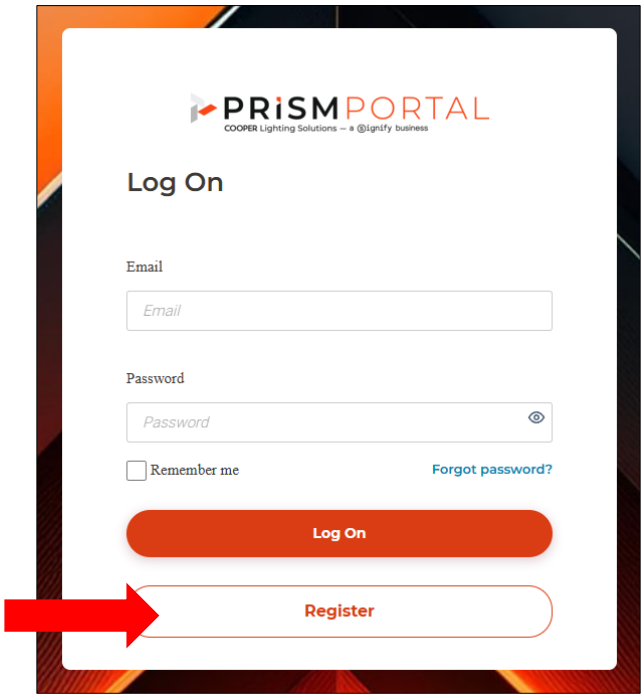
How to Register for the PRISM Portal

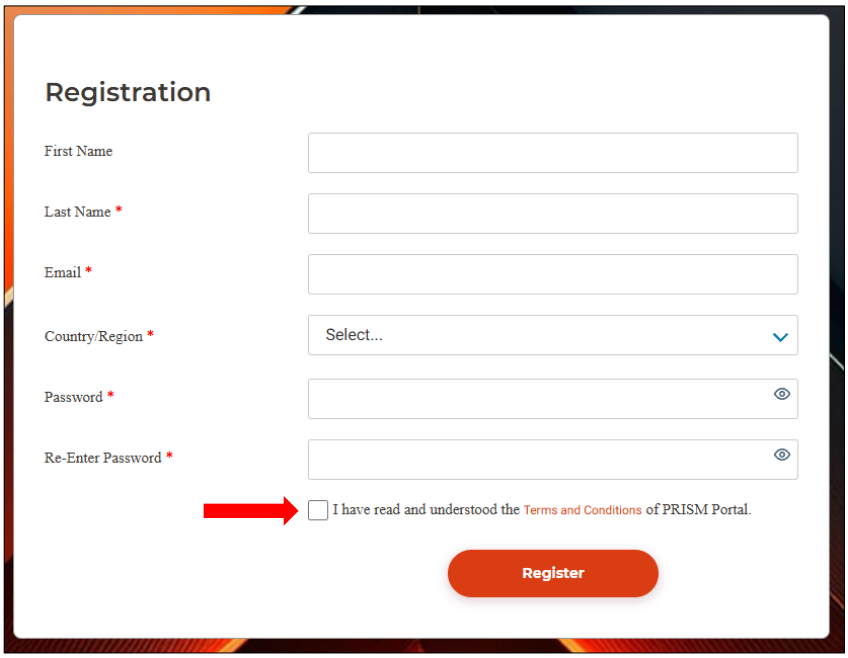
https://www.portal.cooperlighting.com

*Registering for the Cooper Lighting Solutions Portal requires a **two-step approval process**. First by the external submitted approver and then internally by the Cooper Lighting Solutions Digital Application Support Team. Please note approval timeframes can vary. For any CLS Portal registration inquiries, please email clsdigitalsupport@cooperlighting.com.*

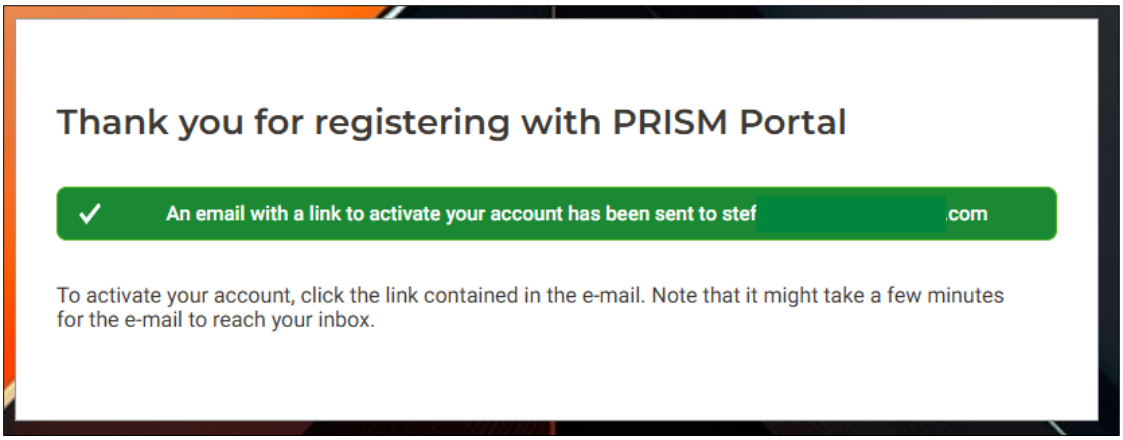
To register for the PRISM Portal, click the Register button on the PRISM Portal login page.



Fill in the requested fields. Review the Terms and Conditions, then check the box. Click the Register button to continue.

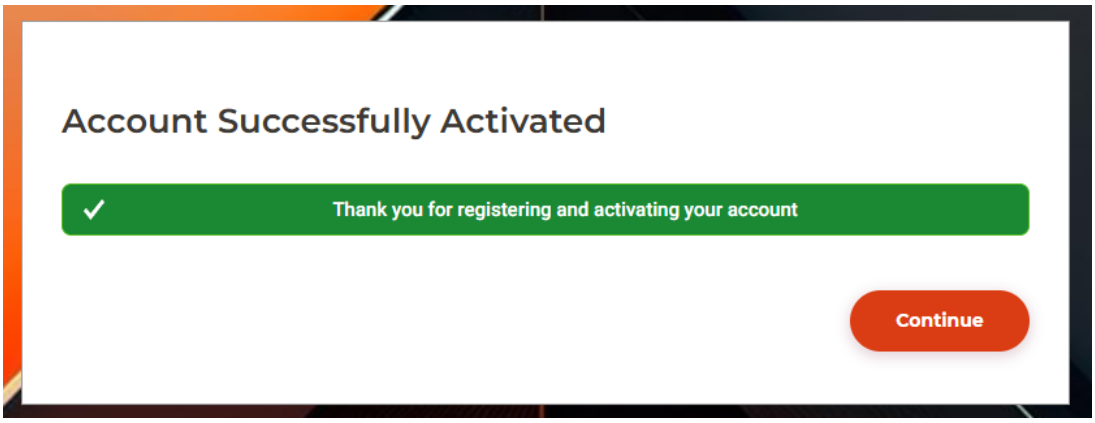


After the form is submitted, you will receive a confirmation page with instructions to activate your account via email.

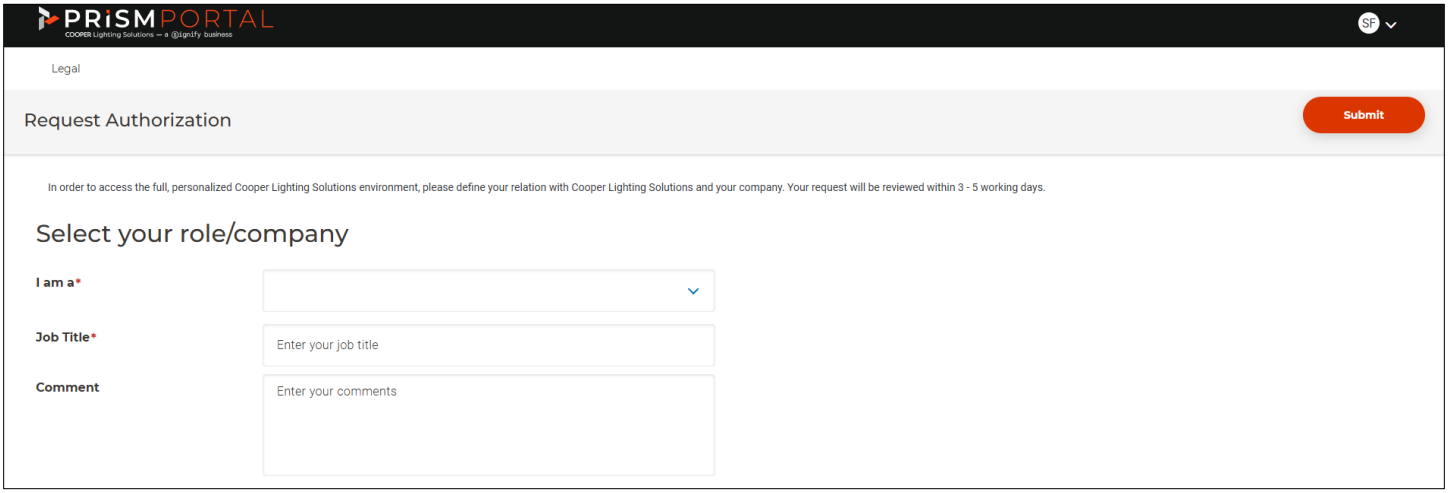


Open the email and click on the link to verify and activate the account.

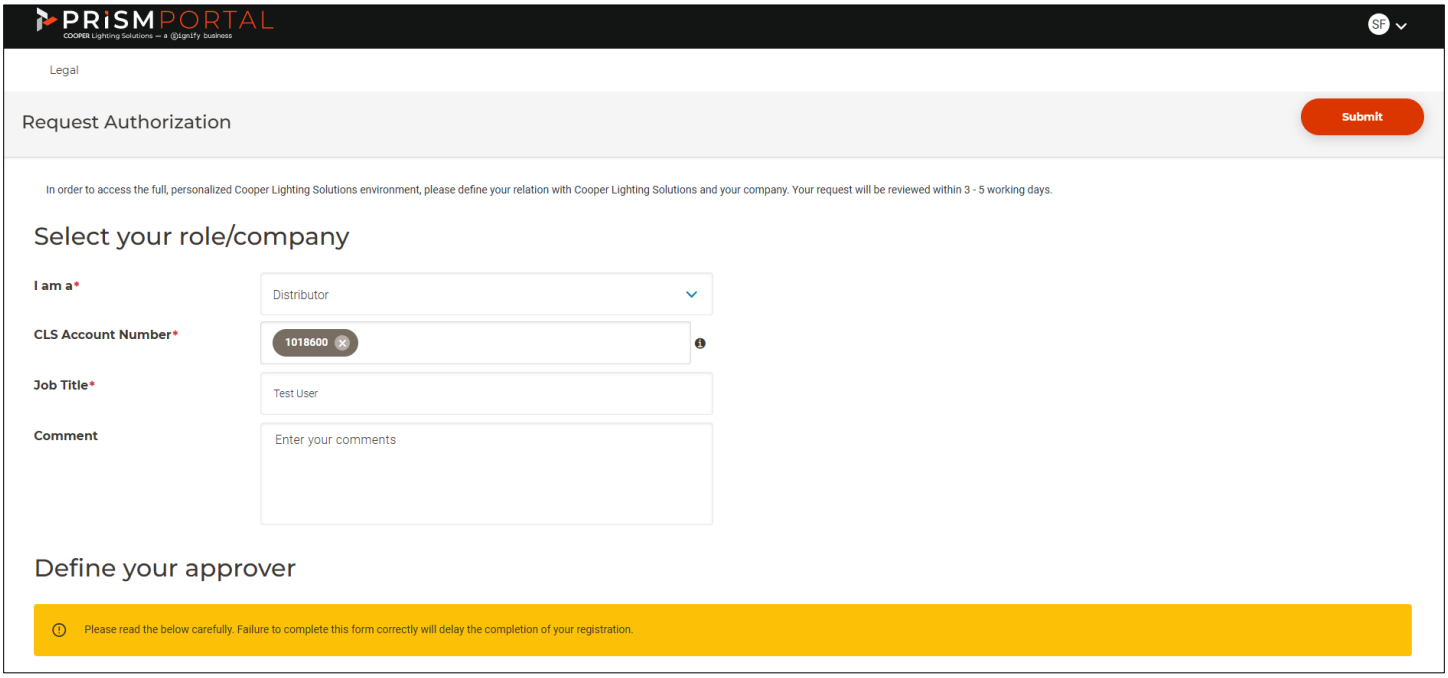
After clicking on the activation link, the PRISM Portal will open with confirmation of the activation. Click the Continue button to proceed to the Request Authorization page. This must be submitted to complete the registration process.



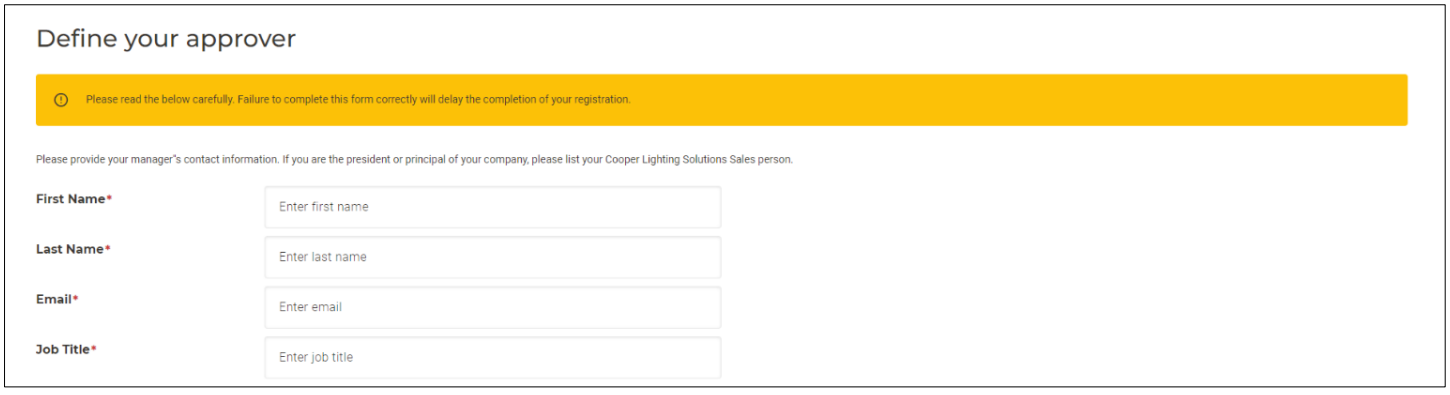
On the Request Authorization page in the first field, select if you are an Agent, Distributor, or Internal Employee.



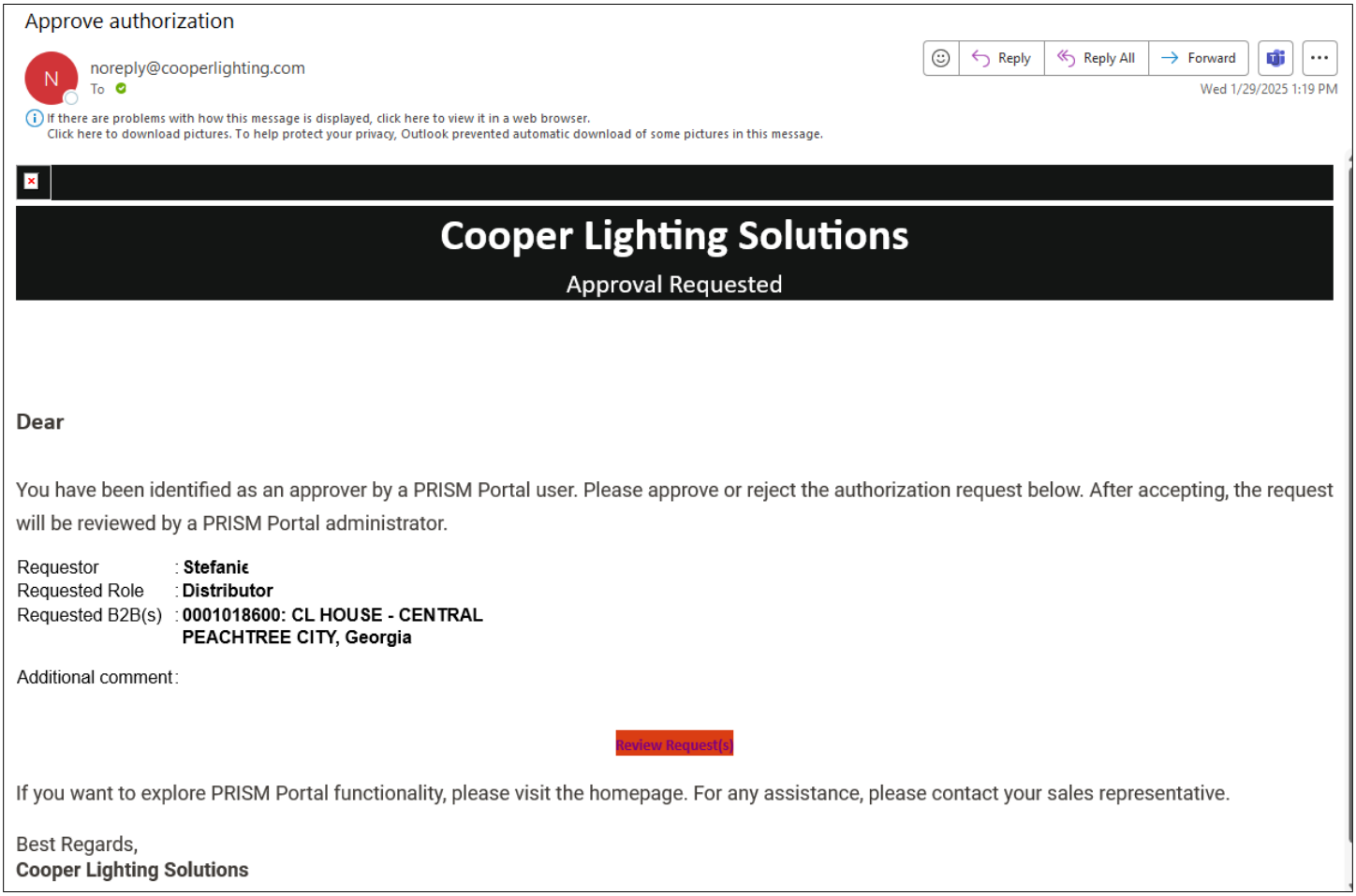
After making the first selection, enter your CLS Account Number (aka SAP Sold-To account number) and Job Title.



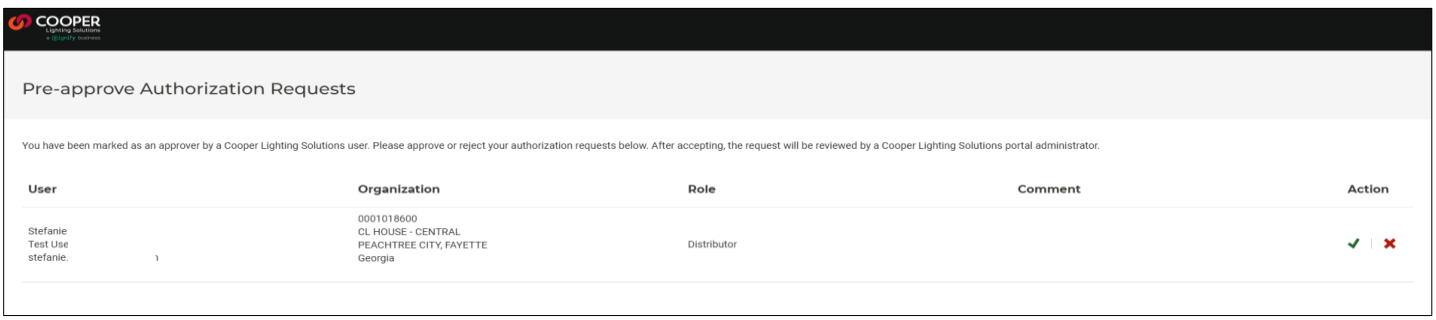
You will then be prompted to define the first approver for the request. For **Agents**, this will be either **your manager or Cooper Lighting Salesperson**. For **Distributors**, this will be either **your <u>Agent</u> or Cooper Lighting Salesperson.**



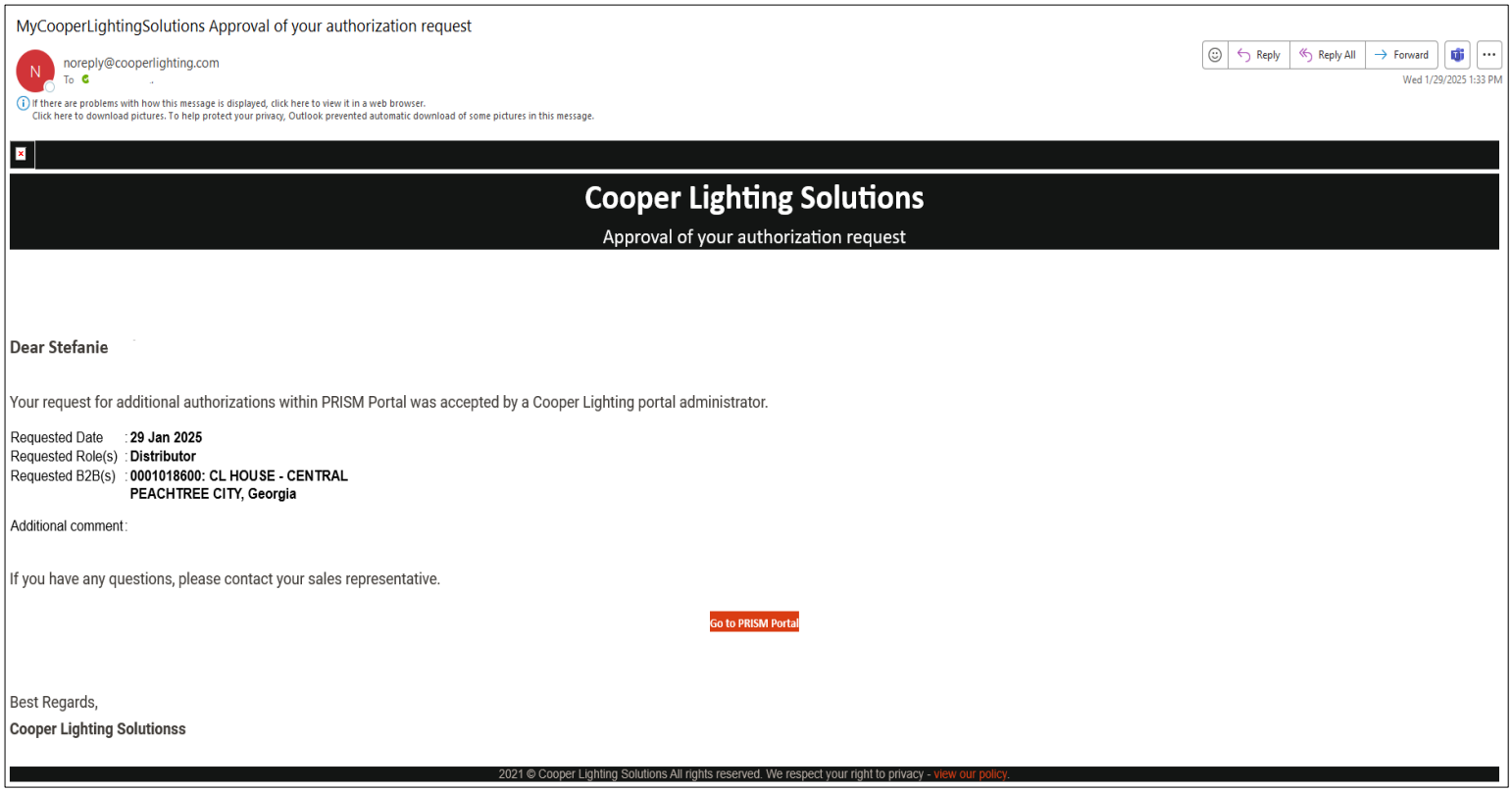
After entering all the requested information, click on the Submit Form button on the top right corner of the screen. An email will be sent to the first Approver to verify. **The first Approver must approve or deny the request to proceed to the final step of the approval process.**



After the first Approver clicks the Review Request link in the email, a new window will open to Approve or Deny the request.



You will receive an email notification after the first Approver confirms/denies the request. **Once approved, a notification will be sent to the Internal Cooper Lighting Solutions Application Support Team for <u>final review</u>.** After approving the final review, **<u>you will receive a second email</u>** from noreply@cooperlighting.com that you are successfully registered for the Portal. **Once you receive the <u>second email approval</u>, you can now access the Portal.**



MyCooperLightingSolutions Approval of your authorization request

noreply@cooperlighting.com
To

Reply | Reply All | Forward
Wed 1/29/2025 1:33 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Cooper Lighting Solutions

Approval of your authorization request

Dear Stefanie

Your request for additional authorizations within PRISM Portal was accepted by a Cooper Lighting portal administrator.

Requested Date : **29 Jan 2025**
Requested Role(s) : **Distributor**
Requested B2B(s) : **0001018600: CL HOUSE - CENTRAL PEACHTREE CITY, Georgia**

Additional comment:

If you have any questions, please contact your sales representative.

Go to PRISM Portal

Best Regards,
Cooper Lighting Solutionss

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