

How to Create a Verizon My Business Account User (for Visage)

Why:

- ▶ To allow Visage to access to your Verizon account data

Prerequisites:

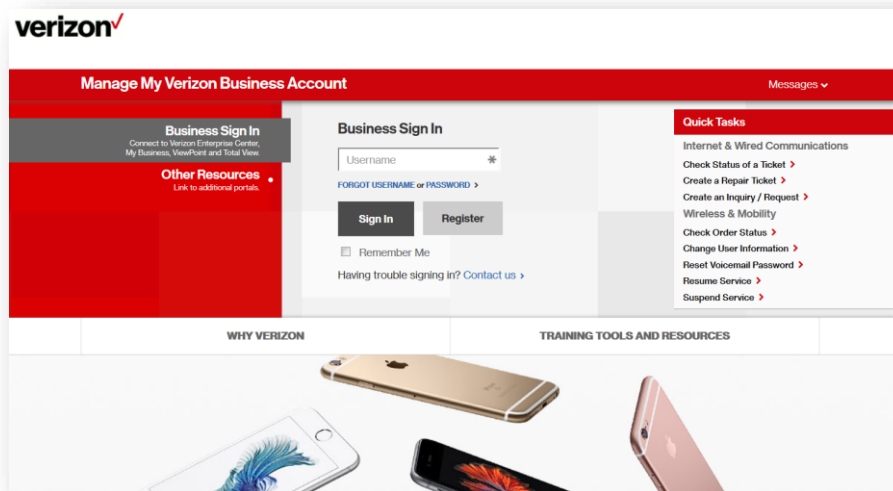
- Know your login credentials for your Verizon My Business Account
- Know your Visage Account Manager's email address

How to Create a Verizon My Business Account User

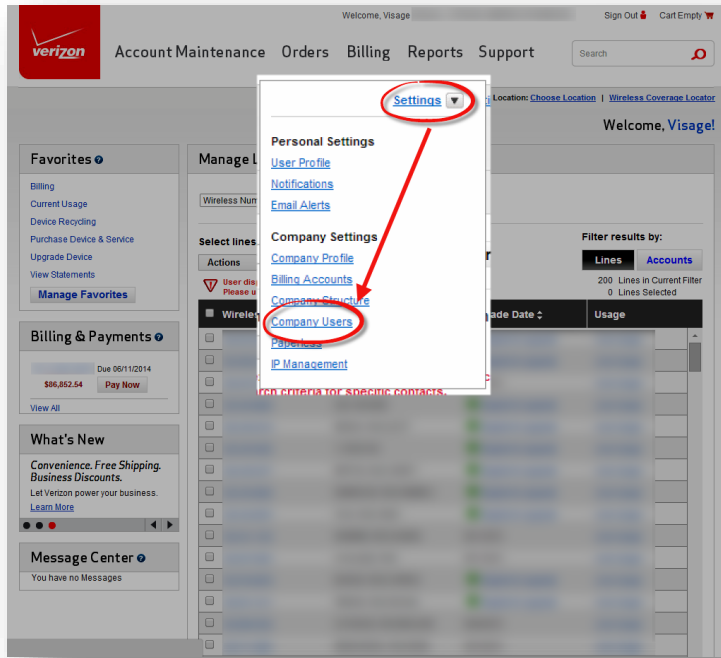
These instructions will show you how to create a Visage user for your Verizon My Business Account. This will allow Visage to download your monthly invoice data each month without your assistance.

The following instructions will guide you in creating the Visage user.

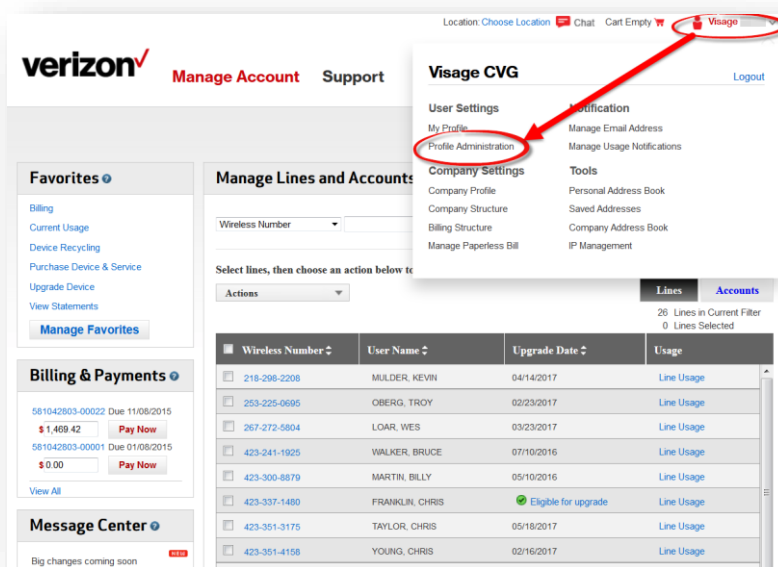
1 Login to your Verizon **My Business Account**.



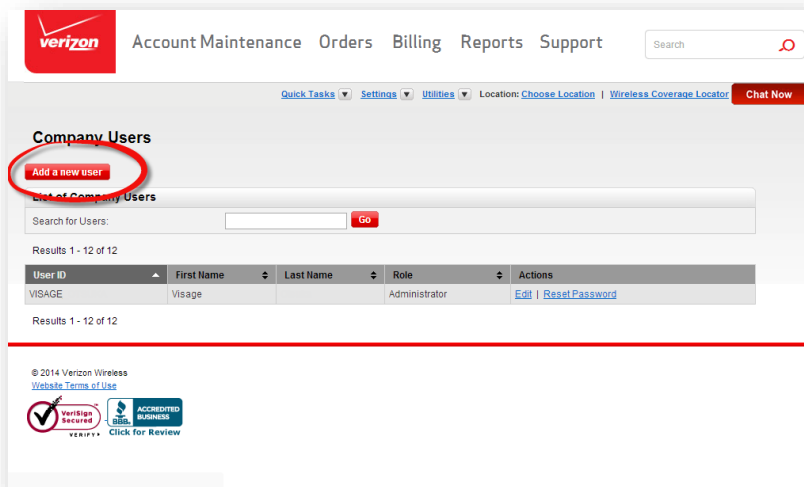
- On the old Verizon Home page, click **Settings** to open the drop down menu and select **Company Users**.



The new Verizon Home page requires you **click the drop-down arrow** in the upper-right corner of the screen and **select Profile Administration**



3 Click on **Add a New User**.



- Fill out the required fields to create the user and then click the **Submit** button at the bottom of the screen.

First Name: Visage

Last Name: Yourcompanyname (example: acmeglobal)

Email address: billingops@visagemobile.com

Role: either Administrator or Reporting roles are acceptable, although Administrator is preferred for maximum flexibility

User ID: visage(companyname) e.g. visageacme

Password: Create a password of at least 8 characters including a number

Confirm Password: Enter password again

Access Rights: Leave all check-boxes un-checked

Assign User: Click the box for "Access to All Accounts"

Add Company User

* Indicates required field

1 Add Company User

First Name *

Last Name *

Phone Number

Email Address *

Role * [Need help finding a role?](#)

User ID * User ID must be at least 6 characters.

Password * Password must contain at least 8 characters, including an uppercase letter, a lowercase letter, and a number.

Confirm Password *

Access Rights Microsoft Office 365 (Limited Access) [Learn More](#)

Name ID Services

Network Extender

Push To Talk

Software Access Rights Voice Cypher

2 Assign User

Structure

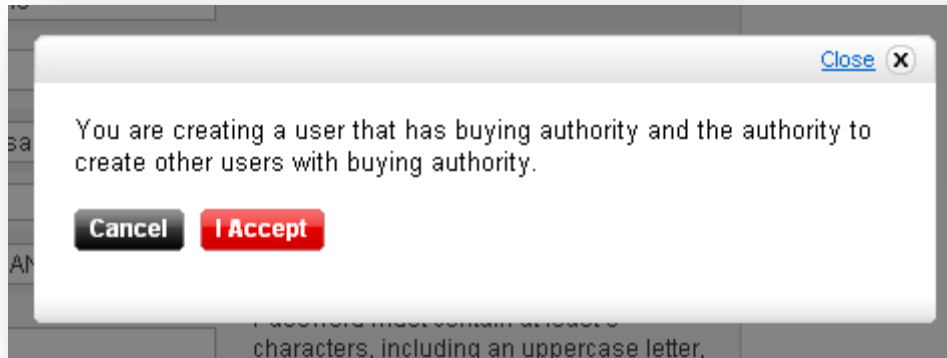
Filter [Filter Clears Selections](#)

Please select the Folder, Account, and or Wireless number(s) you would like this user to have access to.

Check to Add

<input type="checkbox"/>	Access to All Accounts (3/3)
<input type="checkbox"/>	5861 -00001
<input type="checkbox"/>	5861 -00002
<input type="checkbox"/>	5861 -00003

- 6 If you chose the Administrator role, you will be presented with a pop-up box. Click "I Accept"



- 7 You must notify Visage of the user name and password you used to set up the login; just email your Visage representative with the details, or send to billingops@visagemobile.com.

