

How to Create a Verizon My Business Account User

Why:

- ▶ To allow access to your Verizon account data

Prerequisites:

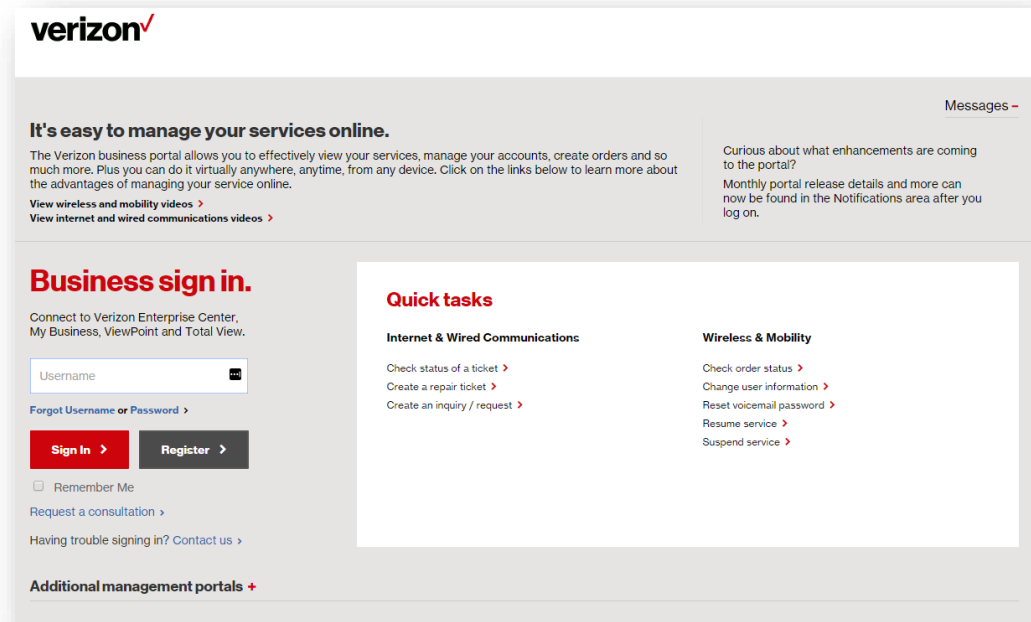
- Know your login credentials for your Verizon My Business Account
- Know your Account Manager's email address

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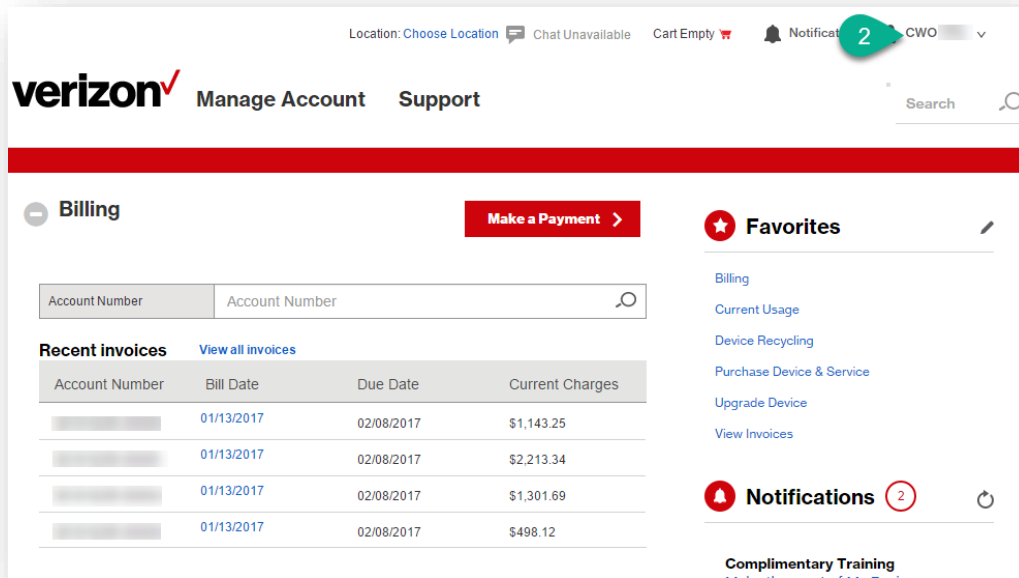
These instructions will show you how to create a user for your Verizon My Business Account. This will allow us to download your monthly invoice data each month without your assistance.

The following instructions will guide you in creating the user.

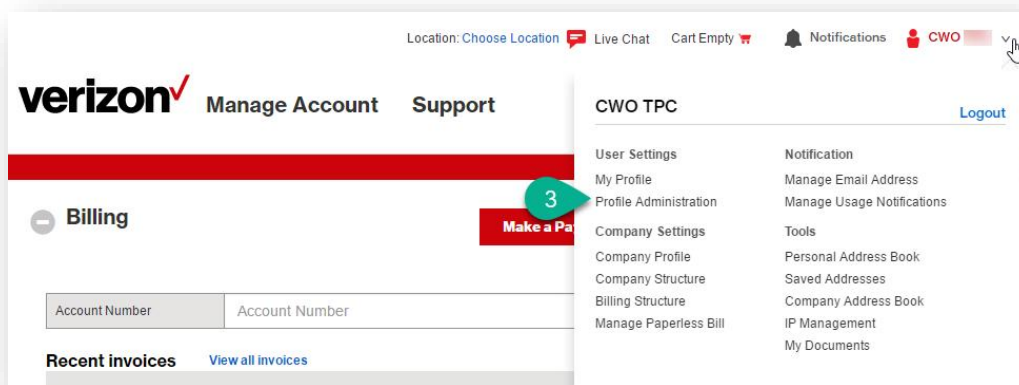
1. Log in to the Verizon MyBiz portal



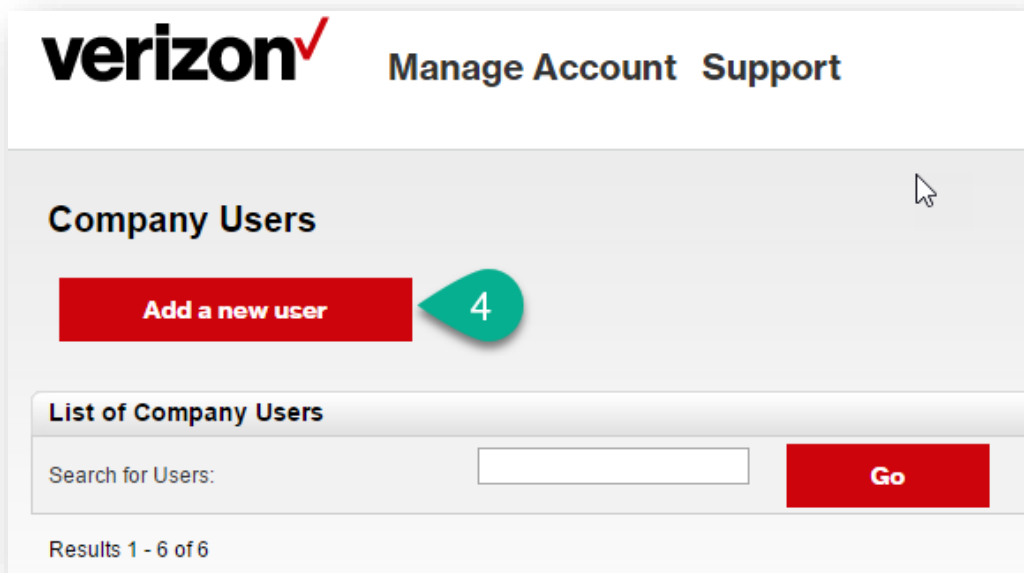
2. Click the user name in the upper right corner of the screen



3. Click Profile Administration



4. Click **Add a new user**



5. Populate the required fields

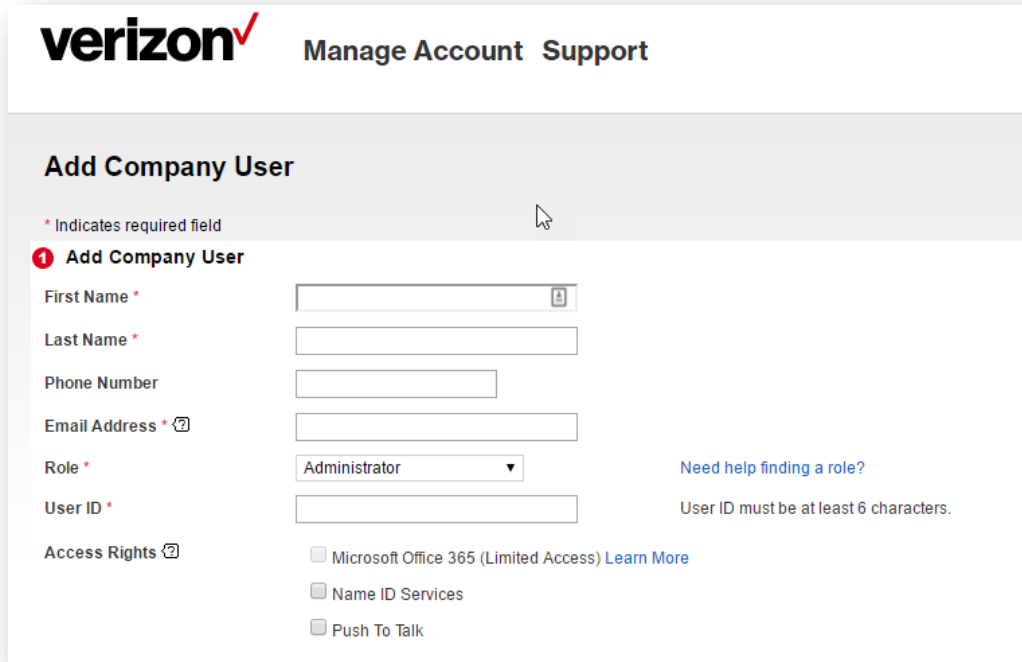
First Name: Visage

Last Name: CompanyName (e.g. AcmeCorp)

Email Address: billingops@visagemobile.com

Role: Administrator

User ID: VisageCompanyName (e.g. VisageAcmeCorp)



The screenshot shows the Verizon Manage Account Support interface for adding a company user. The page header includes the Verizon logo and navigation links for 'Manage Account' and 'Support'. The main heading is 'Add Company User'. A note indicates that an asterisk (*) denotes a required field. The form is divided into two steps, with the first step being 'Add Company User'. The form fields include: 'First Name *' (text input with a password icon), 'Last Name *' (text input), 'Phone Number' (text input), 'Email Address *' (text input with a help icon), 'Role *' (dropdown menu currently set to 'Administrator' with a 'Need help finding a role?' link), and 'User ID *' (text input with a note that 'User ID must be at least 6 characters.'). Below these fields is the 'Access Rights' section, which includes three checkboxes: 'Microsoft Office 365 (Limited Access) Learn More', 'Name ID Services', and 'Push To Talk'.

verizon Manage Account Support

Add Company User

* Indicates required field

1 Add Company User

First Name *

Last Name *

Phone Number

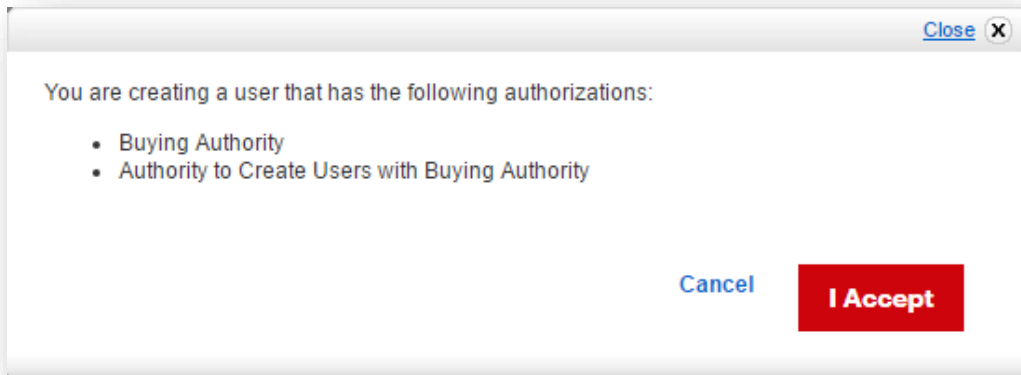
Email Address *

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

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

Access Rights Microsoft Office 365 (Limited Access) [Learn More](#)
 Name ID Services
 Push To Talk

7. You will be presented with a confirmation dialog. Click **I accept**



8. An email will be sent with instructions for finishing the set up process

