

[The Following instructions describe how to create a User with Administrative credentials on the AT&T Premier Wireless account.](#)

1. Using an EXISTING ADMINISTRATOR login with Administrative credentials, please log in to the AT&T website at the following address: <https://www.wireless.att.com/businesscare/>
2. It will be necessary to wait a few moments until the page has finished loading. You will see your Account Information displayed when the page load is complete.
3. After the page fully loads, select Manage Administrators from “Profiles & Permissions” menu:

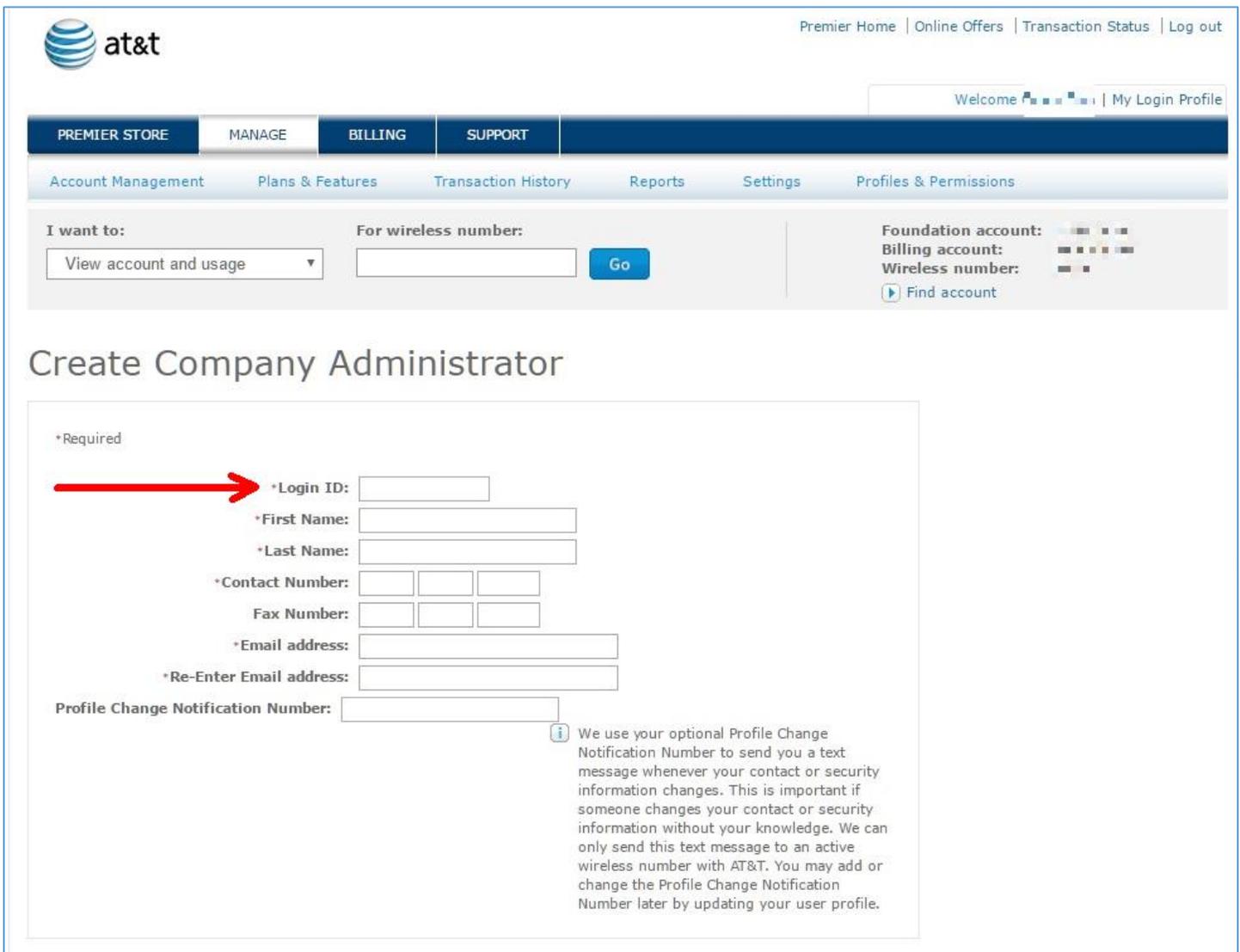
The screenshot shows the AT&T Premier Wireless account management interface. At the top right, there are links for 'Premier Home', 'Transaction Status', and 'Log out'. Below the AT&T logo, there is a navigation bar with tabs for 'SHOP', 'MANAGE', 'BILLING', and 'SUPPORT'. Under the 'MANAGE' tab, there are sub-tabs for 'Account Management', 'Plans & Features', 'Transaction History', 'Reports', 'Settings', and 'Profiles & Permissions'. The 'Profiles & Permissions' dropdown menu is open, showing options: 'Manage Two-Step Login', 'Manage Administrators', 'Manage Foundation Account Permissions', 'Manage Billing Account Permissions', 'Detach Login Profiles', 'Update My Login Profile', and 'Manage Stored Payment Methods'. A red arrow points to 'Manage Administrators'. Below the navigation bar, there is a search section with 'I want to:' (set to 'View account and usage'), 'Lookup type:' (set to 'Wireless number'), and a 'Search for:' field with a 'Go' button. Below the search section, it says 'Welcome, Kris' and 'The fastest way to order is online. Shop now'. The main content area is divided into three sections: 'Account Information' (with a 'Browse accounts' link), 'Alerts' (showing '70 usage alerts were sent in the past 30 days'), and 'Messages' (showing 'Device protection open enrollment. Limited time offer ends 5/1/18. E...'). A 'View or Pay Bill' button is located at the bottom of the 'Account Information' section.

4. Select “Create a new company administrator”

The screenshot displays the AT&T Premier Wireless administrative interface. At the top, the AT&T logo is on the left, and navigation links for 'Premier Home', 'Transaction Status', and 'Log out' are on the right. Below the logo is a navigation bar with 'SHOP', 'MANAGE', 'BILLING', and 'SUBMIT' tabs. Underneath, there are links for 'Account Management', 'Plans & Features', 'Transaction History', 'Reports', 'Settings', and 'Profiles & Permissions'. A search bar is present with 'I want to:' (set to 'View account and usage'), 'Lookup type:' (set to 'Wireless number'), and a 'Search for:' field with a 'Go' button. To the right of the search bar, account information is shown: 'Foundation account: [None]', 'Billing account: None', and 'Wireless number: None'. The main content area is titled 'Manage Users' and contains two sections: 'Create New Users' and 'Update an Existing User'. In the 'Create New Users' section, there is a prompt 'Select the type of Administrator to create' and two radio button options: 'Create new company administrator' (which is selected and highlighted with a red arrow) and 'Create new billing administrator'. The 'Update an Existing User' section has a dropdown menu for 'Select an Administrator profile:' currently set to 'Select One' and a note: 'To delete a profile, reset Password.' On the right side of the page, there is a 'Support' sidebar with links: 'Create or Delete an Administrator', 'Update Administrator Permissions', 'Control Premier Access', 'Reset an Administrator Password', and 'Set Permissions'.

5. Fill in the Company Administrator Information. Please use the following credentials:

- Login ID: “BPADMIN(YOUR COMPANY NAME)” “BPADMINACMECO”
- First Name: Kris
- Last Name: Krantz
- Contact Number: 877-652-1650
- Email address: [Kris@billpolice.com](mailto:Kris@billpolice.com)
- Fax Number and Profile Change Notification Number are not required.



The screenshot shows the AT&T Premier Wireless administrative interface. At the top, there is a navigation bar with links for Premier Home, Online Offers, Transaction Status, and Log out. Below this is a user profile area showing 'Welcome [Name]' and 'My Login Profile'. A main menu includes Premier Store, Manage, Billing, and Support. A secondary menu lists Account Management, Plans & Features, Transaction History, Reports, Settings, and Profiles & Permissions. The main content area has a search bar for 'I want to:' (set to 'View account and usage') and 'For wireless number:' with a 'Go' button. To the right, there are fields for Foundation account, Billing account, and Wireless number, with a 'Find account' button. The primary section is titled 'Create Company Administrator' and contains a form with the following fields:

- \*Required
- \*Login ID:  (A red arrow points to this field)
- \*First Name:
- \*Last Name:
- \*Contact Number:
- Fax Number:
- \*Email address:
- \*Re-Enter Email address:
- Profile Change Notification Number:

An information icon (i) is located below the Profile Change Notification Number field, with the following text:

We use your optional Profile Change Notification Number to send you a text message whenever your contact or security information changes. This is important if someone changes your contact or security information without your knowledge. We can only send this text message to an active wireless number with AT&T. You may add or change the Profile Change Notification Number later by updating your user profile.

6. Scroll down the Create Company Administrator page to view the Permissions section. The permissions can be left at their default selections. **No change to permissions is necessary.**

**Permissions**

Select the permission options available to this Administrator.

Request	Permission or Setting	
	Deny	Allow Always
▶ View Current Rate Plan and Features	<input type="radio"/>	<input checked="" type="radio"/>
▶ View Billing Account and Wireless User Contact Information	<input type="radio"/>	<input checked="" type="radio"/>
▶ View Current Access Options	<input type="radio"/>	<input checked="" type="radio"/>
▶ Display alerts for wireless users	<input type="radio"/>	<input checked="" type="radio"/>
▶ Run Premier Store Order Reports	<input type="radio"/>	<input checked="" type="radio"/>
▶ Download and view Rate Plan Analysis Reports	<input type="radio"/>	<input checked="" type="radio"/>

**Scroll Down Leaving Default Selections**



7. Check the Employee Groups box, and then press Continue.

▶ Manage in-store pickup	<input type="radio"/>	<input type="radio"/>
▶ Firmware Dashboard Messages	<input type="radio"/>	<input checked="" type="radio"/>
▶ Administer AT&T MetroCell Access	<input type="radio"/>	<input type="radio"/>

† This permission's functionality will be available at a later date.

### Employee Groups

Select the Employee Groups for this Administrator.

**Check This Box**

\* Required

[Employee Group]

### Managed Groups

Listed below are the Foundation Account Numbers managed by this administrator.

Foundation Account Numbers: [Account Numbers]

**Press Continue**

8. Verify the Administrator Credentials, then scroll down until you see the “Submit” button.

## Verify Create Company Administrator

**i** Review the information on this page. If the information is correct, click **Submit**. To make more changes, click **Back**. To terminate this request, click **Cancel**.

### Company Administrator Information

**Verify Credentials**

Login ID: [Redacted]  
First Name: [Redacted]  
Last Name: [Redacted]  
Contact Number: [Redacted]  
Fax Number: [Redacted]  
Email address: [Redacted]  
Confirm Email address: [Redacted]  
Profile Change Notification Number: [Redacted]

**Scroll Down**

**i** We use your optional Profile Change Notification Number to send you a text message whenever your contact or security information changes. This is important if someone changes your contact or security information without your knowledge. We can only send this text message to an active wireless number with AT&T. You may add or change the Profile Change Notification Number later by updating your user profile.

### Permissions

