The Following instructions describe how to create a User with Administrative credentials on the Verizon Wireless website.

1. Using an EXISTING ADMINISTRATOR account login with Administrative Credentials, log in to the Verizon website at the following address: https://b2b.verizonwireless.com
2. In the upper right, next to your login name, is an arrow pointing down. Click on that to view additional options.
3. When the options dialog opens, select PROFILE ADMINISTRATION

4. You will see a list of your existing users. Select the "Add a new user" button at the top of the page.
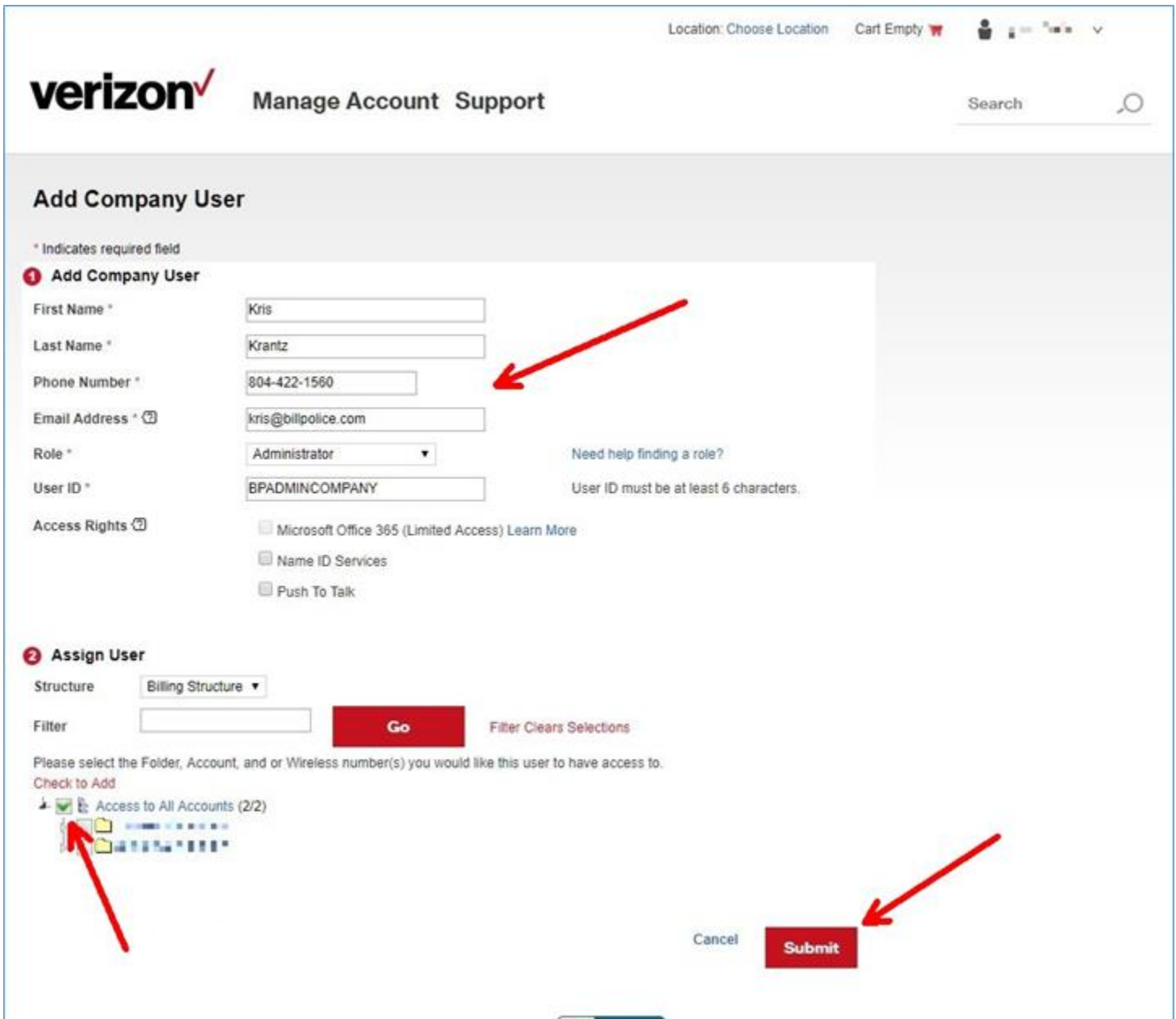
5. Fill out user details (shown in the screen shot below)

    - First Name: Kris   Last Name: Krantz   Phone Number: 804-422-1560

    - Role: Administrator   Enter User ID: as "BPADMIN(YOUR COMPANY NAME")

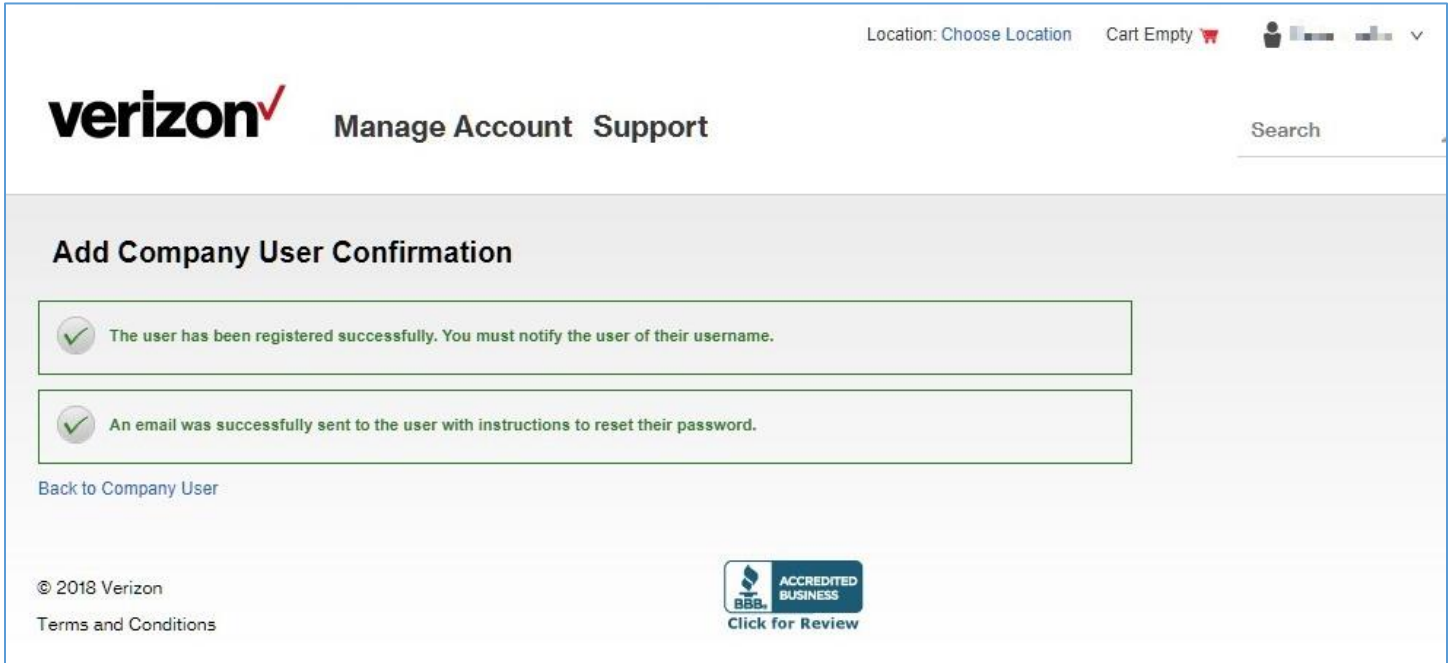   - Check the box next to "Access to All Accounts."

6. Click Submit

7. Accept the confirmation of user creation.

8. Confirm Administrative user creation

9. You have completed the setup correctly if you received the screen above with both the User and the Email successful.

10. Please contact kris@billpolice.com if there are any questions