

Verizon Wireless – Administrative User Creation

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

The screenshot displays the Verizon Wireless website interface. At the top, there is a navigation bar with the Verizon logo, 'Manage Account', and 'Support'. Below this, a red horizontal bar separates the header from the main content. On the left, there are three main sections: 'Billing', 'Orders', and 'Service', each with a plus icon and a red button labeled 'Make a Payment', 'Purchase Device & Service', and 'Actions' respectively. On the right, there is a user profile dropdown menu. The menu is open, showing a list of options. The 'Profile Administration' option is circled in red. A red arrow points to the dropdown arrow in the top right corner of the page. Below the dropdown menu, there are sections for 'Device Recycling', 'Purchase Device & Service', 'Upgrade Device', and 'View Statements'. At the bottom right, there is a 'Notifications' section with a bell icon and a refresh icon, and a banner for 'View the latest deals here>' with an image of a smartphone.

4. You will see a list of your existing users. Select the “Add a new user” button at the top of the page.

Location: Choose Location Cart Empty

verizon Manage Account Support Search

Company Users

Add a new user

List of Company Users

Search for Users: **Go**

Results 1 - 3 of 3

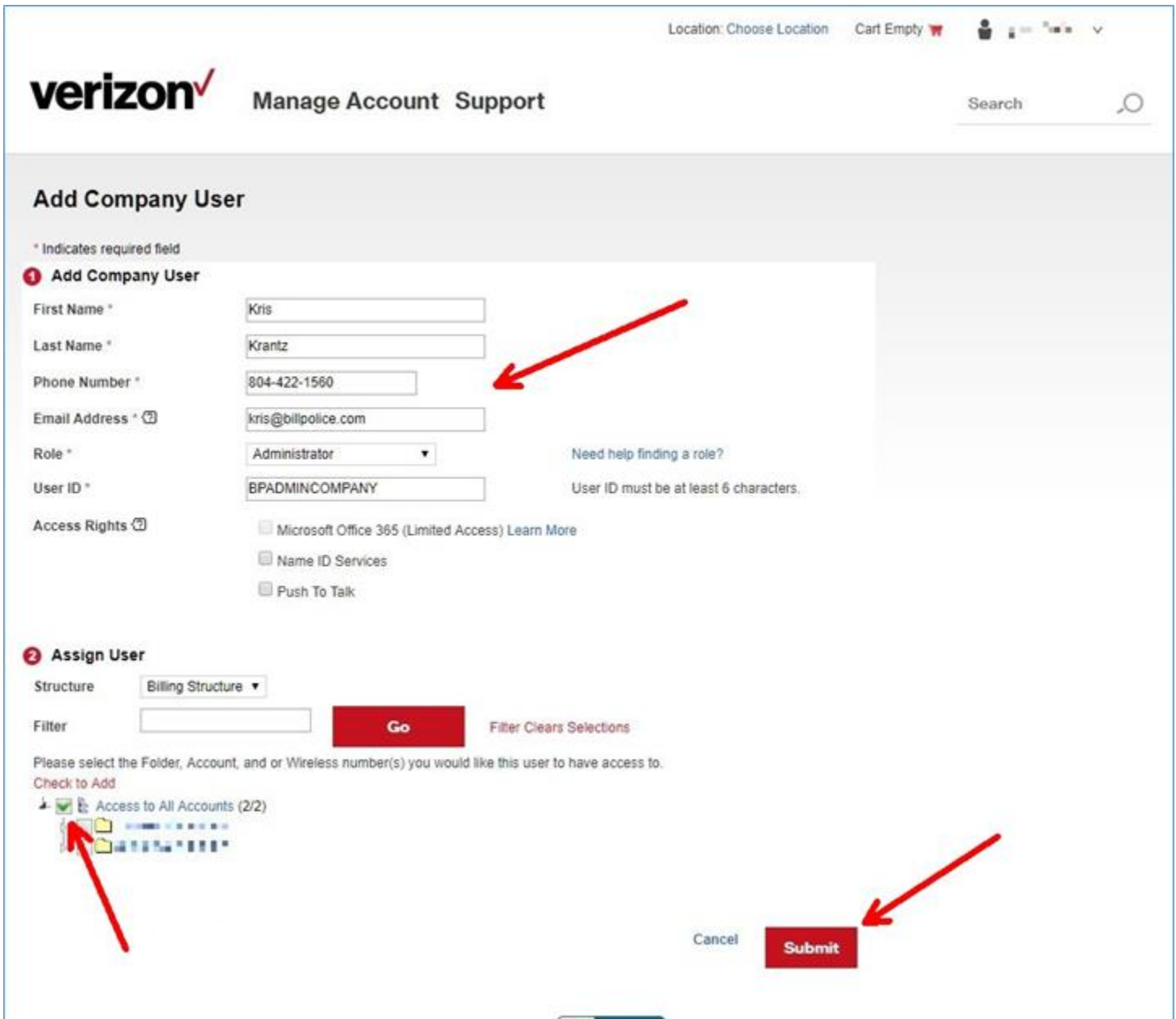
User ID	First Name	Last Name	Role	Hybrid	Actions
			Administrator	No	Edit Delete Reset Password
			Administrator	No	Edit Delete Reset Password
			PrimaryContact	No	Edit Reset Password

Results 1 - 3 of 3

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

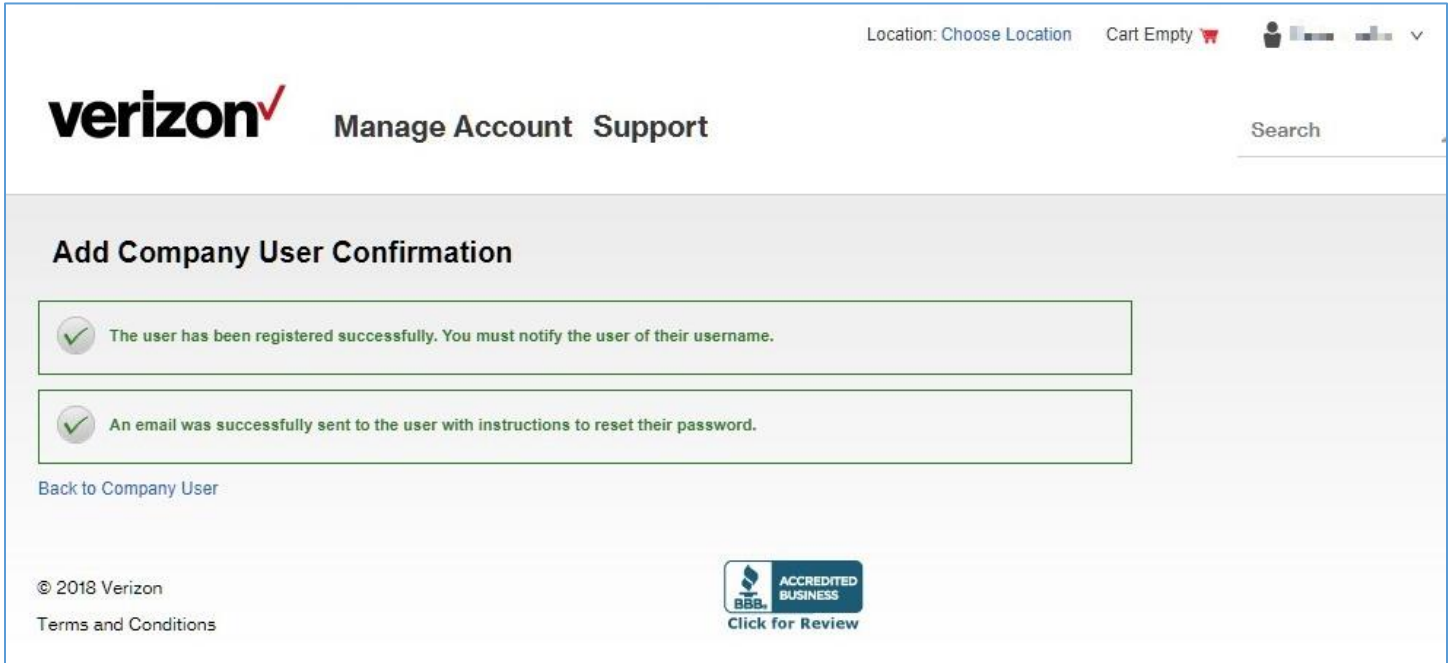


The screenshot displays the 'Add Company User' form on the Verizon website. The form is divided into two main sections: '1 Add Company User' and '2 Assign User'. In the first section, the following fields are populated: First Name (Kris), Last Name (Krantz), Phone Number (804-422-1560), Email Address (kris@billpolice.com), Role (Administrator), and User ID (BPADMINCOMPANY). The 'Access Rights' section has three checkboxes: 'Microsoft Office 365 (Limited Access)', 'Name ID Services', and 'Push To Talk'. In the second section, 'Assign User', the 'Structure' is set to 'Billing Structure' and there is a 'Go' button. Below this, there is a list of items to assign, with 'Access to All Accounts (2/2)' selected and checked. A red arrow points to this checkbox. Another red arrow points to the 'Submit' button at the bottom right of the form. The 'Cancel' button is also visible next to it.

7. Accept the confirmation of user creation.

The screenshot shows the Verizon Wireless 'Add Company User' interface. A modal dialog box is displayed in the center, titled 'You are creating a user that has the following authorizations:'. The dialog lists two authorizations: 'Buying Authority' and 'Authority to Create Users with Buying Authority'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'I Accept'. A red arrow points to the 'I Accept' button. The background shows the 'Add Company User' form with fields for First Name (Kris), Last Name (Kran), Phone Number (804-), Email Address (kris@billpolice.com), Role (Administrator), and User ID (BPADMINCOMPANY). There are also checkboxes for 'Microsoft Office 365 (Limited Access) Learn More' and 'Name ID Services'.

8. Confirm Administrative user creation



The screenshot shows the Verizon Wireless administrative user creation confirmation page. At the top right, there are links for 'Location: Choose Location', 'Cart Empty' with a shopping cart icon, and user profile icons. The Verizon logo is on the left, followed by 'Manage Account Support' and a search bar. The main heading is 'Add Company User Confirmation'. Below this, two green-bordered boxes with checkmarks indicate successful actions: 'The user has been registered successfully. You must notify the user of their username.' and 'An email was successfully sent to the user with instructions to reset their password.' A 'Back to Company User' link is below the second box. At the bottom left, it says '© 2018 Verizon' and 'Terms and Conditions'. At the bottom right, there is a BBB Accredited Business logo with the text 'Click for Review'.

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