Chapter 6: Add Accounts Application

Overview

Introduction

The **Add Accounts** application allows you to register additional accounts under your Qwest Control® Enterprise ID. This chapter explains how to register one account or multiple accounts using a single bulk load file.

Note: In order to register your accounts in the Qwest Control application, you will need your Customer Account Number and Invoice Number.

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Add Accounts

Introduction

The **Add Accounts** application allows you to register your accounts within the Qwest Control system. You can enter accounts one at a time or bulk upload accounts using a single file. You will need a copy of your invoice to register your accounts.

Add Accounts/Field & Descriptions

Overview

The table below describes the fields and buttons displayed on the **Add Accounts** application.

Field Name	Description
Account Number	This *required* field shall contain your unique customer **Account** number and is located in the top left corner of your monthly invoice/eBill under your Company Name.
Invoice Number	This *required* field shall contain your unique **Invoice** number and is located in the top right corner of your monthly invoice/eBill under the invoice date.
Browse...	This button allows you to browse and upload a CSV file containing the information for multiple accounts to be registered under your Qwest Control Enterprise ID.
Submit	This button allows you to save your entries in the Add Accounts application.

Adding an Account(s)

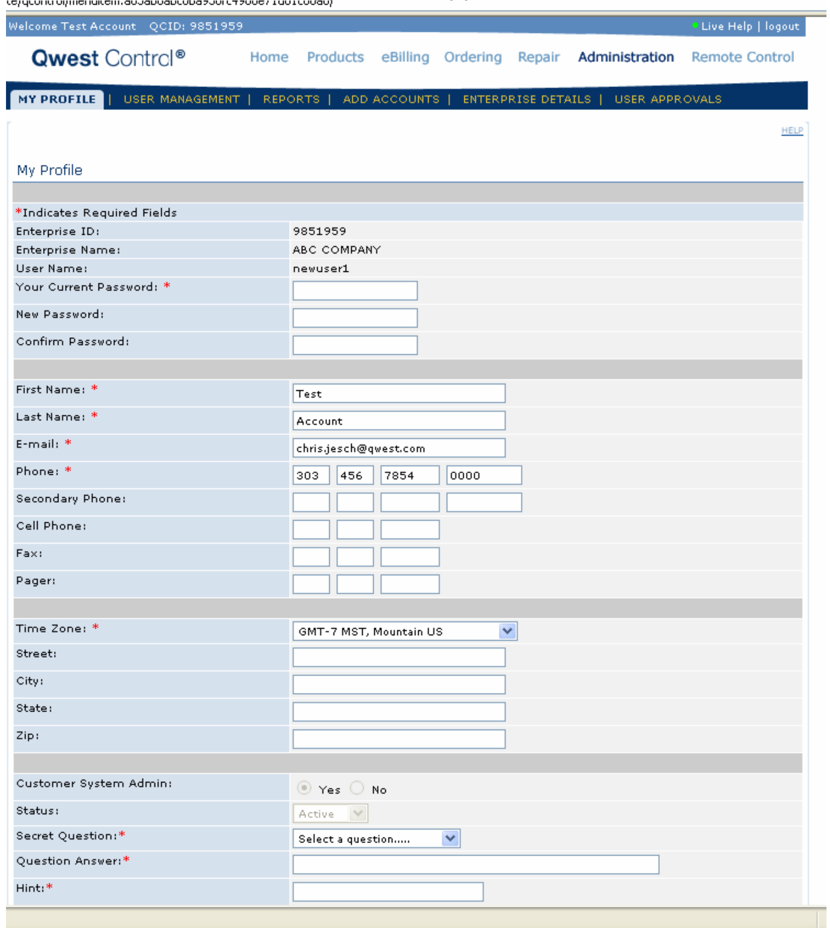
Procedure

Follow the steps in the procedure below to **register** an account in the **Add Accounts** application.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

From the **Home** page, click on the **Administration** module.

Result: The **My Profile** application appears.



</td></tr>
</table>

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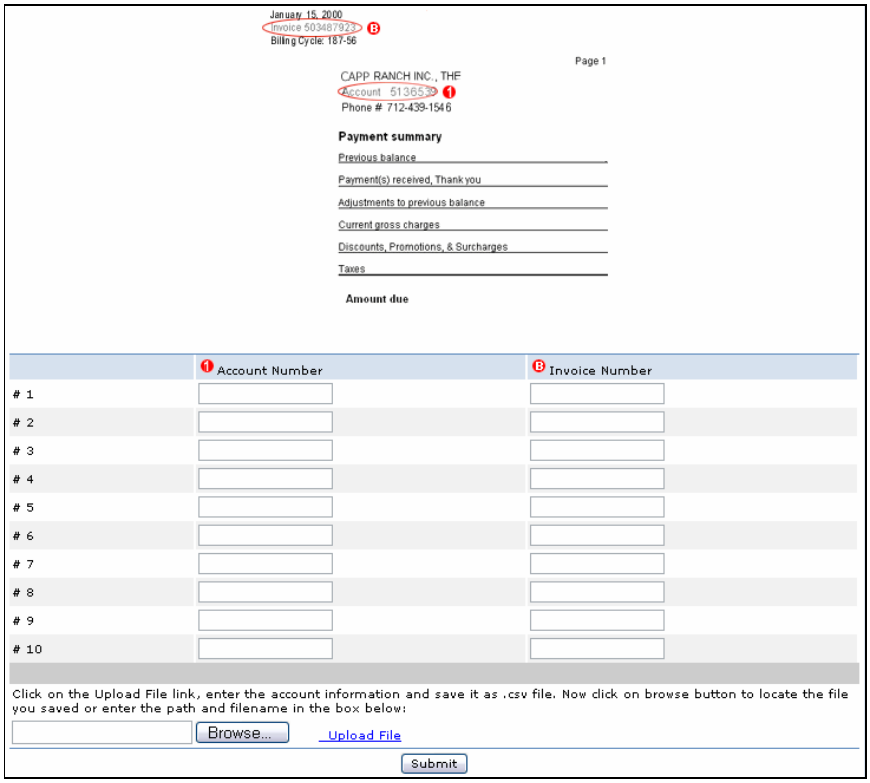
Adding an Account(s), continued

Procedure (continued)

Step	Action
2	From the **My Profile** application, click on the **Add Accounts** application. **Result**: The **Add Accounts** application appears.



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Adding an Account(s), continued

Procedure (continued)

Step	Action
3	In the **Account Number** field, enter your customer **Account** number. **Note**: The customer **Account** number can be located in the top left corner of your monthly eBill summary page, under your Company Name.
4	In the **Invoice Number** field, enter your **Invoice** number. **Note**: The **Invoice** number can be located in the top right corner of your monthly eBill summary page, under the invoice date.
5	Repeat **Steps 3** and **4** for each account that needs registered/added to your Qwest Control Enterprise ID.

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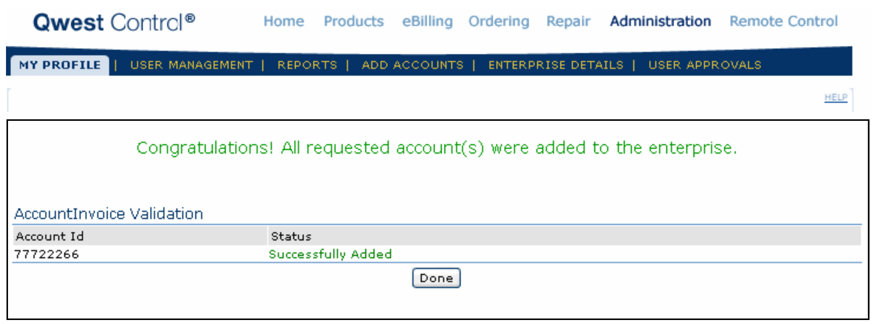
Adding an Account(s), continued

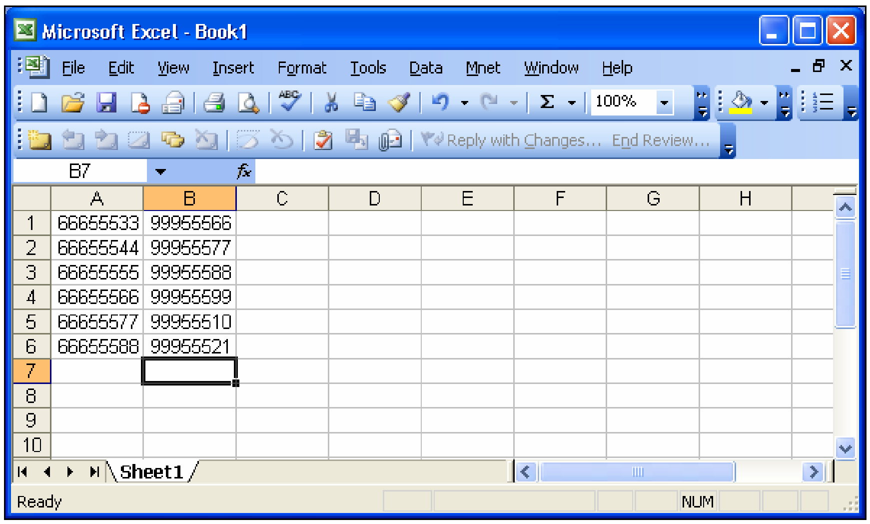
Procedure (continued)

Step	Action
6	Click Submit. **Result**: The Qwest Control system validates the information you entered. If everything is correct, the accounts are added to your Qwest Enterprise ID and a confirmation page appears indicating a success or failure. 
7	Click Done.

Uploading Multiple Accounts

Procedure

Follow the steps in the procedure below to **create** an **upload** file and add multiple accounts.

Step	Action
1	From a text editing application such as Microsoft Excel, create an upload file with the following criteria: • In the first column enter all the **Account Number(s)** that will be added (punctuation, spaces, etc. must be excluded). • In the second column enter the corresponding **Invoice Number(s)** for each account number (punctuation, spaces, etc. must be excluded). • Delete sheets 2 and 3 from the excel spreadsheet. **Sample**: 
2	Save the file with all the information as a ***.CSV** file. Note the directory in which you saved it.

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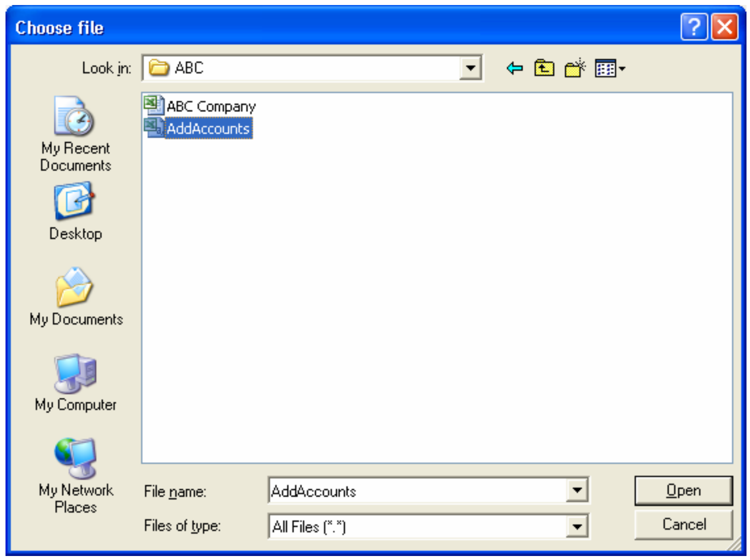
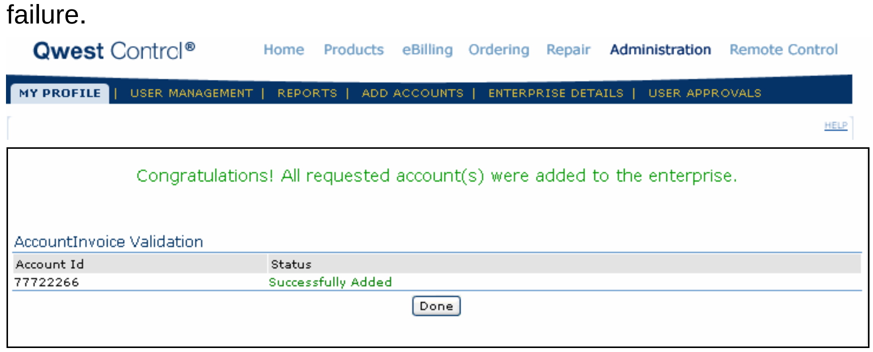
Uploading Multiple Accounts, continued

Procedure (continued)

Step	Action
3	From the **Add Accounts** screen, click Browse... . **Result:** A **Choose File** dialog box appears. 
4	Navigate to the directory in which you placed the file.
5	Select the file and click Open .
6	Click Submit . **Result**: The Qwest Control system validates the information you entered. If everything is correct, the accounts are added to your Qwest Enterprise ID and a confirmation page appears indicating a success or failure. 
7	Click Done .