

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.

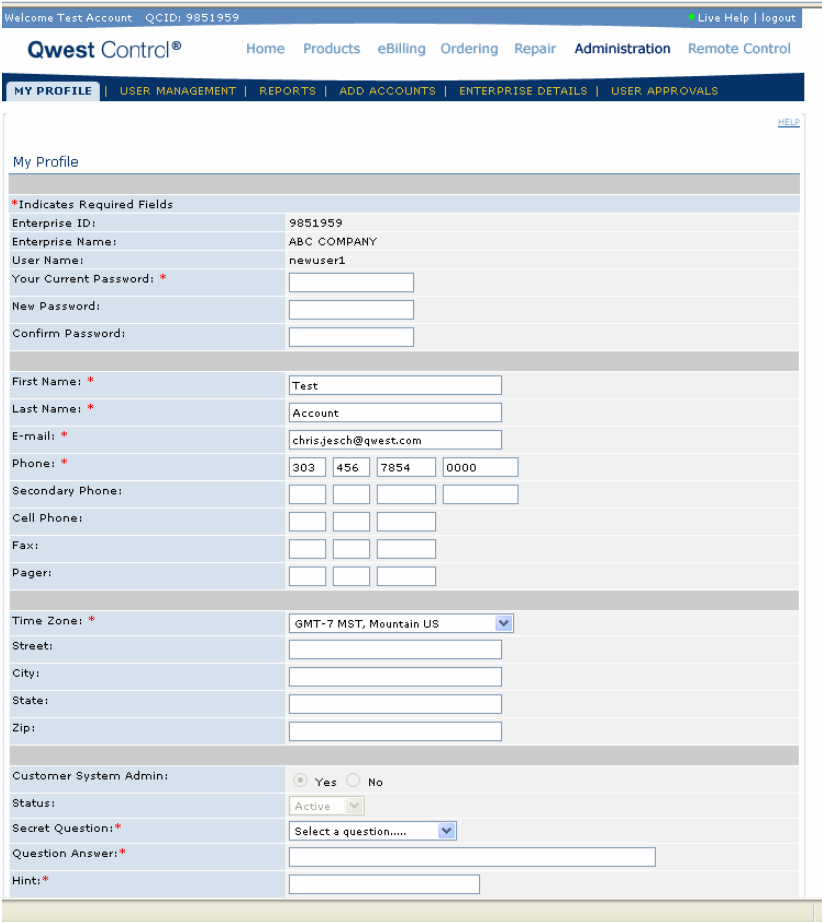
Add Accounts/Field & Descriptions

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

Field Name	Description
Account Number	This <i>required</i> 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 <i>required</i> field shall contain your unique Invoice number and is located in the top right corner of your monthly invoice/eBill under the invoice date.
	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.
	This button allows you to save your entries in the Add Accounts application.

Adding an Account(s)

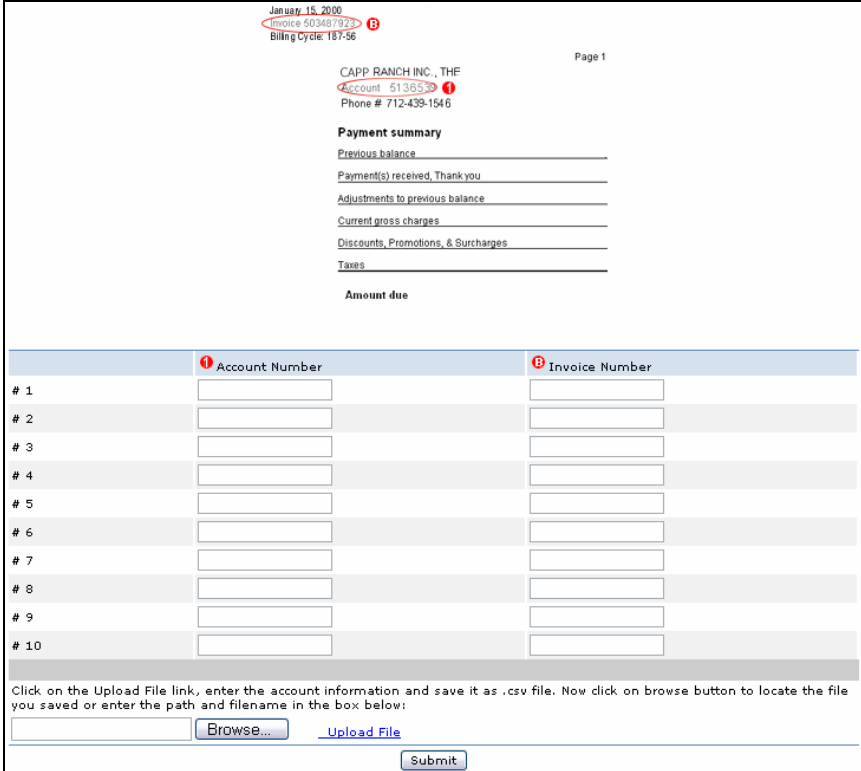
Procedure Follow the steps in the procedure below to **register** an account in the **Add Accounts** application.

Step	Action
1	<p>From the Home page, click on the Administration module.</p> <p>Result: The My Profile application appears.</p> 

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Adding an Account(s), continued

Procedure (continued)

Step	Action
2	<p>From the My Profile application, click on the Add Accounts application.</p> <p>Result: The Add Accounts application appears.</p> 

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Adding an Account(s), continued

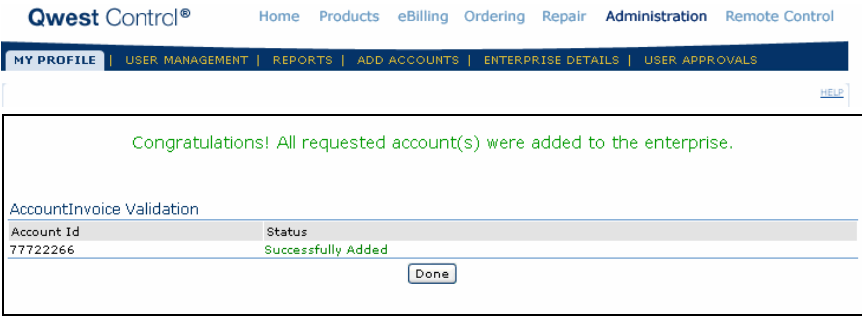
Procedure (continued)

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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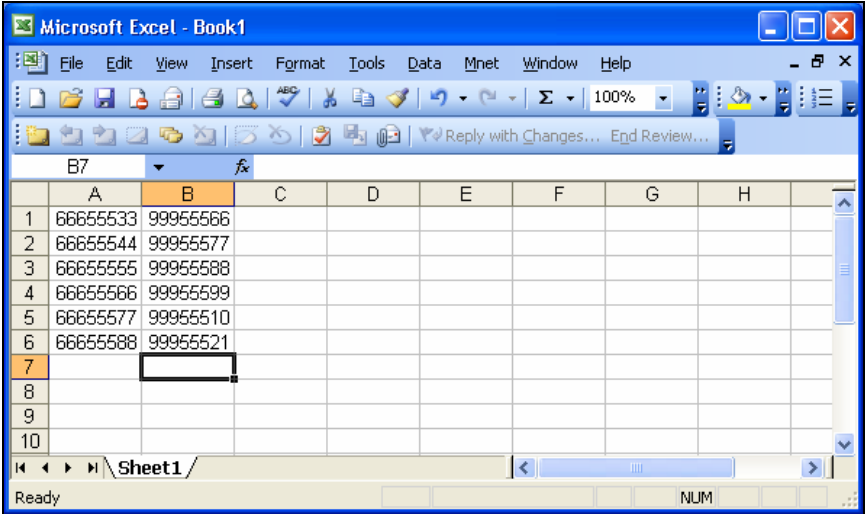
Adding an Account(s), continued

Procedure (continued)

Step	Action
6	<p>Click <input type="button" value="Submit"/>.</p> <p>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.</p>  <p>The screenshot shows the Qwest Control interface. At the top, there is a navigation menu with links for Home, Products, eBilling, Ordering, Repair, Administration, and Remote Control. Below this is a dark blue navigation bar with links for MY PROFILE, USER MANAGEMENT, REPORTS, ADD ACCOUNTS, ENTERPRISE DETAILS, and USER APPROVALS. A HELP link is visible in the top right corner. The main content area displays a green message: "Congratulations! All requested account(s) were added to the enterprise." Below this message is a table titled "AccountInvoice Validation" with two columns: "Account Id" and "Status". The table contains one row with the account ID "77722266" and the status "Successfully Added". A "Done" button is located at the bottom right of the table.</p>
7	<p>Click <input type="button" value="Done"/>.</p>

Uploading Multiple Accounts

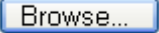
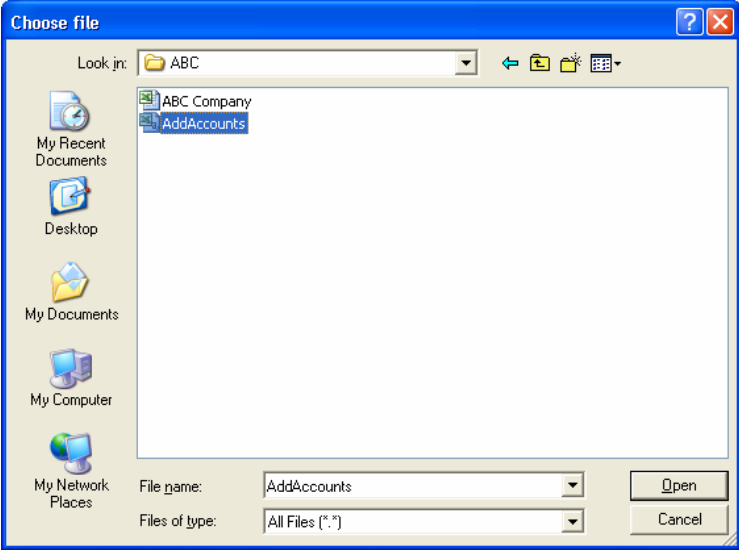
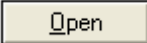
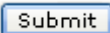
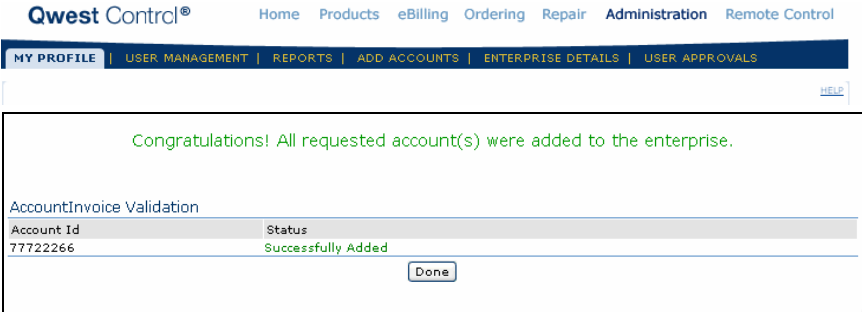

Procedure Follow the steps in the procedure below to **create** an **upload** file and add multiple accounts.

Step	Action																					
1	<p>From a text editing application such as Microsoft Excel, create an upload file with the following criteria:</p> <ul style="list-style-type: none"> • 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. <p>Sample:</p>  <p>The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - Book1'. The spreadsheet has two columns, A and B, with rows 1 through 6 containing data. Column A contains account numbers and column B contains invoice numbers. The data is as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>66655533</td> <td>99955566</td> </tr> <tr> <td>2</td> <td>66655544</td> <td>99955577</td> </tr> <tr> <td>3</td> <td>66655555</td> <td>99955588</td> </tr> <tr> <td>4</td> <td>66655566</td> <td>99955599</td> </tr> <tr> <td>5</td> <td>66655577</td> <td>99955510</td> </tr> <tr> <td>6</td> <td>66655588</td> <td>99955521</td> </tr> </tbody> </table>		A	B	1	66655533	99955566	2	66655544	99955577	3	66655555	99955588	4	66655566	99955599	5	66655577	99955510	6	66655588	99955521
	A	B																				
1	66655533	99955566																				
2	66655544	99955577																				
3	66655555	99955588																				
4	66655566	99955599																				
5	66655577	99955510																				
6	66655588	99955521																				
2	<p>Save the file with all the information as a *.CSV file. Note the directory in which you saved it.</p>																					

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Uploading Multiple Accounts, continued

Procedure (continued)

Step	Action
3	<p>From the Add Accounts screen, click .</p> <p>Result: A Choose File dialog box appears.</p> 
4	<p>Navigate to the directory in which you placed the file.</p>
5	<p>Select the file and click .</p>
6	<p>Click .</p> <p>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.</p> 
7	<p>Click .</p>