ACCOUNT MANAGER ACCESS RESTRICTION REQUEST FORM

Section 1: Account Level Restricted Access – All Non-Admin Users on Account (Optional)

Instructions: List Account Number(s) below and check any functionality for restricted access at an account level. If account numbers require different access restrictions please use a separate form for each account.

Account Number(s) for below changes: _____

Action Code	Access Level Restrictions	
For IT Dept Use only	**Please Select either Unrestricted or Restricted Registration Access**	✓
	Registration Restrictions	
	Unrestricted Registration *Allows any user to register and have access to available Account Manager functions (such as defined in the Transaction Level Restriction Section below. Defined account administrators (Section 2) will continue to have access to restricted functions)*	
	Restrict Online ACCOUNT MANAGER Registration (Requires Minimum of 1 Admin User) *Restricts registration access to all users except pre-registered admin users (as defined in Section 2)*	
	Transaction Level Restrictions Applied at Account Level	
	Please check box(es) if you would like Transaction Level Restrictions Applied at Account Level *(If no selections are made, all users will have access to all Account Manager functionality)*	**Restrict Access ✓**
	Account Screen	
706	**Account Overview** *Displays Account Overview including statement balance*	
721	**Account Service Info** *Displays Pager Number, Statement Description, Monthly Charge, and Pager Capcode. Download available with additional information*	
780	**Recent Transactions** *Displays Account Manager transactions performed by the user*	
800	**Capcode Report** *Downloads a report of all capcodes and pager numbers assigned to the account the user is olgged into.*	
	Billing Screen	
711	**Print and Download Invoice** *Allows invoice to be printed or downloaded to CSV or HTML Excel*	
702	**Change Address** *Request to change billing and service address*	
101	**Make a Payment**	
709	**Payment History** *Displays account payment history*	
703	**APP Setup** *Request for account to be setup on Automatic Payment Plan*	
704	**Electronic Invoice** *Registration for electronic invoice notification*	
730	**Change Statement Description** *Allows a custom pager description to be added to invoice*	
755	**EBilling Reports** *Display/Download account ebilling information *only for valid ebilling accounts*	
740	**View/Change EBilling Info** *Allows a custom information to be added for ebilling*	
	Activations Screen	
310	**Order a New Pager** *Generates a new pager order to be shipped*	
320	**Order Additional Spares** *Request for spare units to be shipped for eligible accounts*	
301	**Activate a Spare Pager** *Activates a unit in currently in a spare status to be active on the account*	
302	**Add Optional Services** *Activates optional services such as voicemail and PageSaver*	
350	**Add Additional Numbers** *Activates additional phone numbers to a pager*	
	Exchanges Screen	
401	**Order an Exchange** *Submits order to replace a broken or lost unit*	

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402	**Exchange Using a Spare** *Allows an exchange using a spare unit for eligible accounts*	
404	**UnEven Exchange** *Submits order to upgrade/downgrade unit*	
405	**UnEven Exchange using a Spare** *Allows an UnEven Exchange using a spare for eligible accounts*	
501	**Complete an Express Order** *Allows completion of shipped order*	
770	**Change Access Code** *Changes the access code for optional services*	
	Disconnects Screen	
606	Disconnect Pager ***Allows pagers to be disconnected by eligible accounts***	
605	**Disconnect a Pager into Spare Status** *Allows Pagers to be disconnected and added to account as a spare unit for eligible accounts*	
602	**Disconnect Optional Services** *Allows you to disconnect optional services*	
607	**Disconnect Additional Numbers** *Allows you to disconnect additional numbers for a pager*	
820	**Pagecopy** *Allows you to view and change Pagecopy information*	
836	**Group Call Summary** *Allows you to view group call information for a pager*	
	Support Screen	
710	**Order Tracking** *Tracks shipped orders by pager and/or order number*	
201	**Pager Profile Inquiry** *Displays Pager Number, Capcode, Serial Number and Statement Description*	
710	**Order Tracking** *Tracks shipped orders by pager and/or order number*	

Section 2: Admin User Access (Minimum of one Admin User required if Restrict Online Account Manager   Registration was checked above, otherwise section is optional)

Instructions: Please check type of admin access requested by User ID and Account Number(s).
- Basic Admin User has unlimited access to specified account numbers only.
- Super Admin User has unlimited access to all accounts. Only one account number is required for the form, all other accounts can be added online in Account Manager.

User Email Address (Please note – the email address will be the user Id)	Account Number(s)	Basic Admin Access ✓	Super Admin Access ✓
Ex: Joe.Smith@ABCCo.com	XX-123456, XX-565656	✓	
1.			
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ACCOUNT MANAGER ACCESS RESTRICTION REQUEST FORM

Section 3: Account Manager Authorized Contact Information for Above Request

By signing below you are authorizing the above users to perform transactions and view account information using *Account Manager*. Please retain a copy of this request for your records.

Signature:	
Date:	
Printed Name:	
Title:	
Contact Phone Number:	
Company Name:	
Email Address (User ID):	

Please retain a copy of the completed form for your records and fax original signed form (214) 222-6441.   The access changes will be completed within 24 hours and a confirmation email will be sent to the requestor.

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