

## Chapter 6: Add Accounts Application

### Overview

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**Introduction** The **Add Accounts** application allows you to register additional accounts under your Qwest Control<sup>®</sup> 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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**In this Chapter** This chapter contains the following topics:

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## Add Accounts

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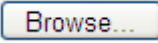
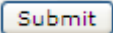
### Introduction

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.

**Note:** You will need a copy of your invoice to register your accounts.

### Fields and Descriptions

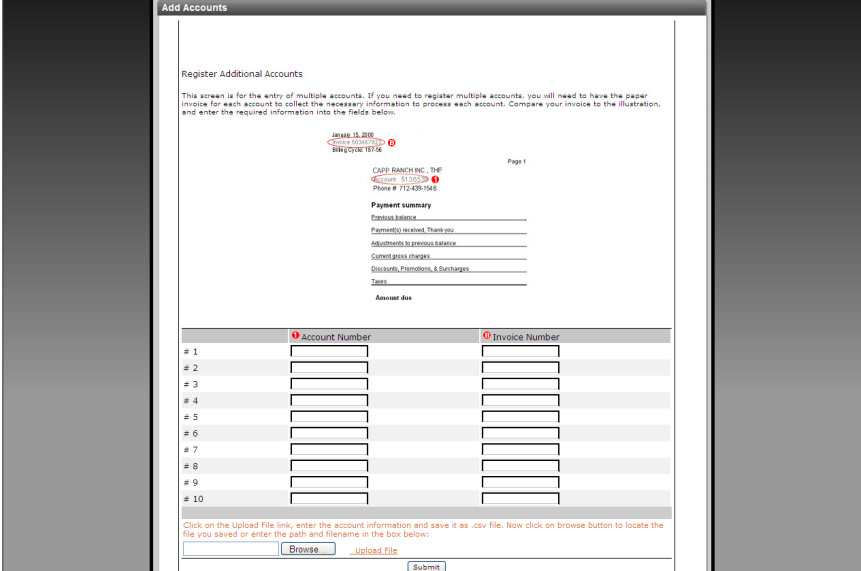
The table below describes the fields and buttons displayed on the **Add Accounts** application.

Field Name	Description
<b>Account Number</b>	This <i>required</i> field shall contain your unique customer <b>Account</b> number and is located in the top left corner of your monthly invoice/eBill under your Company Name.
<b>Invoice Number</b>	This <i>required</i> field shall contain your unique <b>Invoice</b> 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 <b>eBilling</b> module, click on the <b>Add Accounts</b> application.</p> <p><b>Result:</b> The <b>Add Accounts</b> application appears.</p> 

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## Adding an Account(s), continued

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**Procedure** (continued)

Step	Action
2	In the <b>Account Number</b> field, enter your customer <b>Account</b> number.  <b>Note:</b> The customer <b>Account</b> number can be located in the top left corner of your monthly eBill summary page, under your Company Name.
3	In the <b>Invoice Number</b> field, enter your <b>Invoice</b> number.  <b>Note:</b> The <b>Invoice</b> number can be located in the top right corner of your monthly eBill summary page, under the invoice date.
4	Repeat <b>Steps 2</b> and <b>3</b> for each account that needs registered/added to your Qwest Control Enterprise ID.

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
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## Adding an Account(s), continued

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**Procedure**

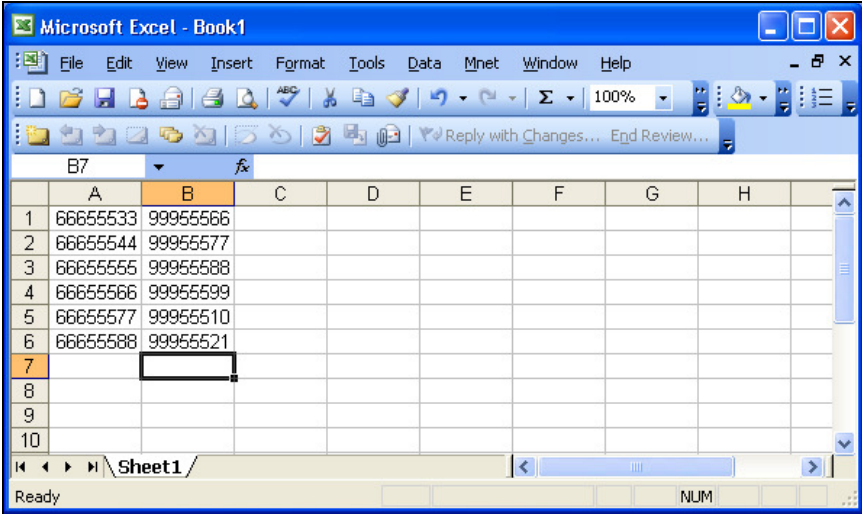
(continued)

Step	Action
5	Click  .  <b>Result:</b> 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.
6	Click  .

## Uploading Multiple Accounts

**Procedure**

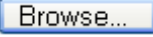
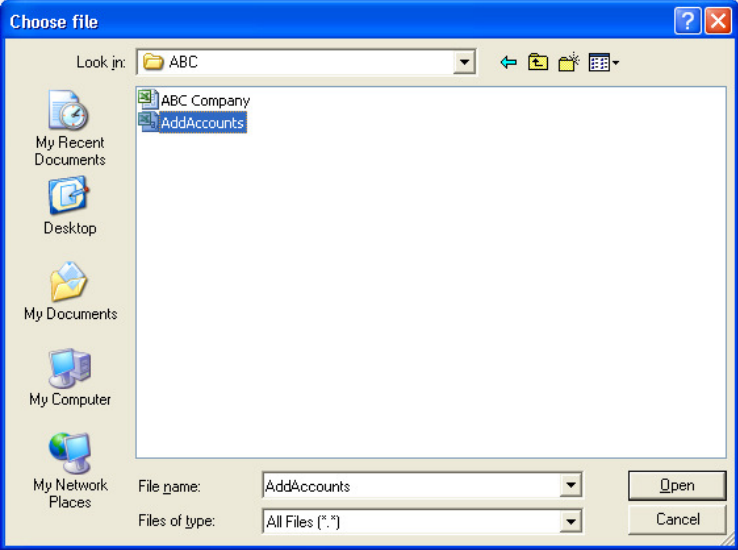
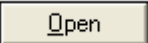


Follow the steps in the procedure below to **create** and **upload** file of multiple accounts.

Step	Action																																																																																																			
7	<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"> <li>• In the first column enter all the <b>Account Number(s)</b> that will be added (punctuation, spaces, etc. must be excluded).</li> <li>• In the second column enter the corresponding <b>Invoice Number(s)</b> for each account number (punctuation, spaces, etc. must be excluded).</li> <li>• Delete sheets 2 and 3 from the excel spreadsheet.</li> </ul> <p><b>Sample:</b></p>  <p>The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - Book1'. The spreadsheet has columns A through H and rows 1 through 10. Column A contains account numbers and column B contains invoice numbers. The data is as follows:</p> <table border="1" data-bbox="560 940 1395 1213"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> </tr> </thead> <tbody> <tr><td>1</td><td>66655533</td><td>99955566</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td>66655544</td><td>99955577</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td>66655555</td><td>99955588</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td>66655566</td><td>99955599</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td>66655577</td><td>99955510</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td>66655588</td><td>99955521</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		A	B	C	D	E	F	G	H	1	66655533	99955566							2	66655544	99955577							3	66655555	99955588							4	66655566	99955599							5	66655577	99955510							6	66655588	99955521							7									8									9									10								
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8	<p>Save the file with all the information as a <b>*.CSV</b> file. Note the directory in which you saved it.</p>																																																																																																			

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# Uploading Multiple Accounts, continued

**Procedure** (continued)

Step	Action
9	<p>From the <b>Add Accounts</b> screen, click .</p> <p><b>Result:</b> A <b>Choose File</b> dialog box appears.</p> 
10	<p>Navigate to the directory in which you placed the file.</p>
11	<p>Select the file and click .</p>
12	<p>Click .</p> <p><b>Result:</b> 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>
13	<p>Click .</p>