

ACCOUNT | AUTHORIZATION CODES

Administrators may have access to manage setup and usage of Account and Authorization Codes.

Only one type of code may be used at a time for each Location.

- ❖ Account Codes organize calls for expense tracking and accounting purposes.
- ❖ Authorization Codes control long distance access and secure your phone lines.

View Account / Authorization Codes

1. Sign into the **Voice Services Portal** website. Example: <https://portal.momentumtelecom.com/>
2. Open the **Settings** view and scroll down to **Account/Authorization Codes**.
3. Click on the adjacent drop-down arrow to open the feature's **Edit** view.

Add an Account or Authorization Code

1. Click the **Add Code** button.
2. Enter a **Code** and a **Description** (name).
3. Click the **Save** button to submit the new code and return the focus to the Account/Authorization Codes **Edit** view.
4. Click to place a check in the box ☒ next to the code to enable usage.
5. Click the **Save** button to update the system and close the **Edit** view.

Account / Authorization Code Administration

In the Administration section of the Account/Authorization Codes **Edit** view:

1. **Type:** Click within the radial button to turn **ON** ☐ Account **OR** ☒ Authorization Codes.
2. **Number of Digits:** Define the required code length using the drop-down menu.
3. **Allow Local and Toll-Free Calls without Account/Authorization Code:** Optional - Place a check in the box ☒ to enable this functionality.
4. **Set Restricted User Types:** Click to select desired SIP Trunk Users within the **Non-Restricted** list and use the arrows **◀ ▶** to move them to (or from) the **Mandatory** or **Optional** fields.
5. Click the **Save** button below when finished to update the system and return to Group Settings.

Edit an Account / Authorization Code

- A. Click within the checkbox ☒ next to a Code to enable or disable the code and click **Save** within the Code list section to update the system.
- B. Click on the **Edit** link next to a Code in the list to change the name or code numbers and click the **Save** buttons in each dialog area to submit the changes.

View Account / Authorization Code Reports

1. Click on the [Click here to view Acc/Auth Code Reports](#) link.
2. Select the **Bill Date**.
3. Select the **Report Type**.
4. Click the **Run** button to create and review the selected report.