# **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.

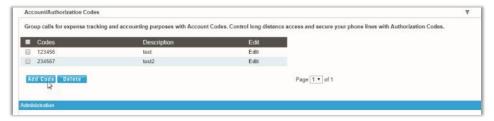
- Account Codes organize calls for expense tracking and accounting purposes.
- Authorization Codes control long distance access and secure your phone lines.

#### 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.
- 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.

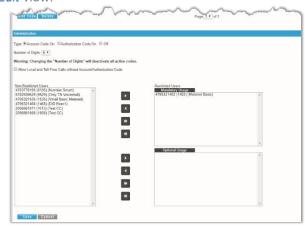


## Account / Authorization Code Administration

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

- Type: Click within the radial button to turn ON ⊙Account OR
   ⊙ Authorization Codes.
- Number of Digits: Define the required code length using the drop-down menu.
- Allow Local and Toll-Free Calls without Account/Authorization Code: Optional - Place a check in the box 

   ✓ to enable this functionality.
- 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.
- 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.



