ACCOUNT | AUTHORIZATION CODES



Administrators may have access to manage Account and Authorization Codes for their Location/Group(s). Note: Only one type of code (Account or Authorization) may be used per Location/Group.

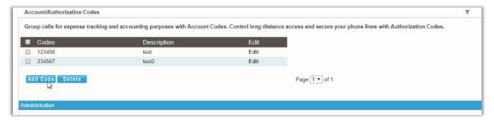
- Account Codes organize calls for expense tracking and accounting purposes.
- Authorization Codes control long distance access and secure your phone lines.

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.
- Click on the adjacent drop-down arrow to open the feature's Edit view.

Add an Account or Authorization Code

- Click the Add Code button.
- Enter a Code and a Description (name).
- 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.
- 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 Usage fields.
- Click the Save button below when finished to update the system and return to Group Settings list.

Warning: Changing the "Number of Digits" will deactivate all active code • 4 * * F 4 * * Save Cancel

Edit an Account / Authorization Code

- 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.
- 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

- Click on the Click here to view Acc/Auth Code Reports link.
- Select the Bill Date.
- Select the Report Type.
- 4. Click the Run button to create and review the selected report.



