ACCOUNT | AUTHORIZATION CODES

MOMENTUM

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.

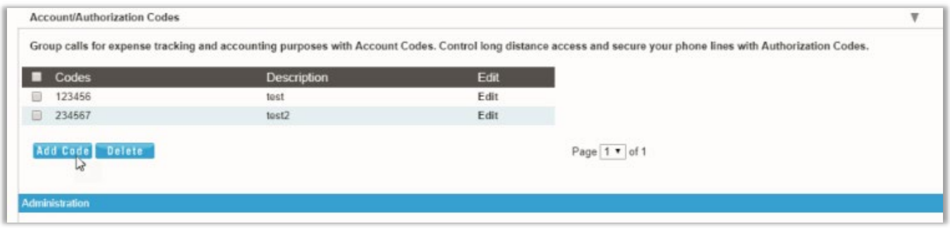
- Account Codes organize calls for expense tracking and accounting purposes.
- Authorization Codes control long distance access and secure your phone lines.

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

Add an Account **or** Authorization Code

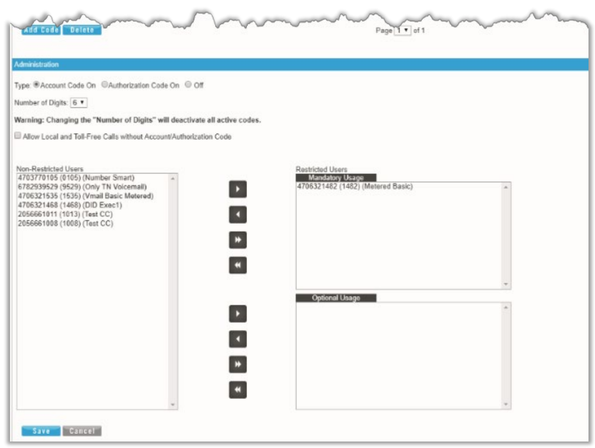
1. Click the Add Code button.
2. Enter a Code and a Description (name).
3. Click the Save button to submit the new code and return the focus to the Account/Authorization Codes *Edit* view.
4. Click to place a check in the box ☑ next to the code to enable usage.
5. Click the Save button to update the 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 Usage fields.
5. Click the Save button below when finished to update the system and return to Group Settings list.



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.