ACCOUNT | AUTHORIZATION CODES

VEXUS FIBER™

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.

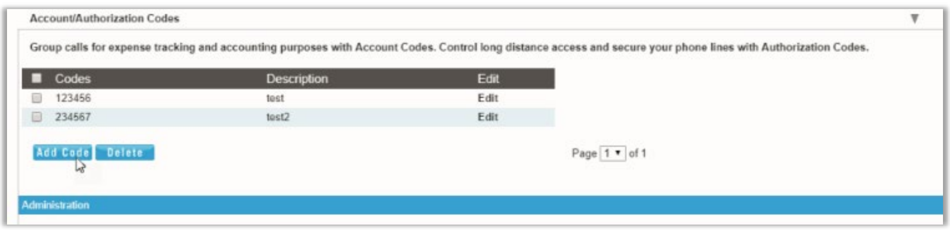
- Account Codes organize calls for expense tracking and accounting purposes.
- Authorization Codes control long distance access and secure your phone lines.

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.