Creating a Tenant – Fax Service Provider

- 1. Log in as an Admin to Fax Service
- 2. Go to the Admin tab
- 3. Dropdown should say your Company Name
- 4. Select "Manage Tenants" from the list
- 5. And then select the "+" plus sign next to the "Select action..." drop down

ABCo	# Select action	Select action			S	earch for	in	Tenant only		
enant Info	Tenant Cod	e Tenant Name	Active	Туре	Portal Hostn	Parent Tenant	Parent Type	Subs	Level	
Manage Tenants										
company Settings										
ermissions										
ax Settings										
fanage Users										
outing Ownership										
outing Assignment										
ax8ridge Ownership										
axBridge Assignment										
ccount Code Ownership										
ccount Code Assignment										
ax Usage Report										

- 6. Complete the info for the new Tenant
 - o General Info
 - Tenant Name:
 - Tenant Code:
 - User Suffix:
 - Parent Tenant: This should be filled in already with your company name
 - Type:
 - customer this should be sufficient for nearly all customers

- reseller this is if you have someone that is reselling your services; it allows them to create Tenants and has more advanced Admin rights
- Description: Use for your own purposes
- Billing Code: If you have a unique billing code for customer you can use it to track from here
- Fax Settings
 - Cover Page: select Cover Page from the drop down
 - Local CSID: what the customer wants as their Outbound Caller Send ID
 - Local Caller ID: Customers primary fax number that they want shown
 - Local Number: Customers primary fax number that they want shown
 - Country Code: 1 for US and Canada
 - Area Code: Provide local area code number of the customer
- Administrative User
 - Username: default is 'admin' and cannot be changed @ default is suffix & cannot be changed
 - Password: automatically assigned & cannot be changed here. Click <u>show</u> on the right; can change later
 - Privilege: select from drop down. Should be admin for the first user
 - Display Name: should be admin for this user
 - Email: admin's email
 - Phone: *admin's phone number*
- Additional Company Information
 - Phone: complete as needed
 - Fax: complete as needed
 - Email: *complete as needed*ed
 - Address 1: *complete as needed*
 - Address 2: complete as needed
 - City: complete as needed
 - State: complete as needed
 - Postal: complete as needed
 - Country: *complete as needed*
- 7. When completed click "SAVE"
- 8. Select the refresh button in the top left hand corner

9. The Tenant will now show in the Tenant drop down list and when you select the see all Subtenants and press the arrow key

	# Selec	Select action			+	Search for		Sub-tenants		(
ABCo 💌		Tenant Code	Tenant Na	Active	Type	Portal Hostname	Parent Te	Parent Type	Subs	Leve
Tenant Info		ABCO	ABCo	×	RESELLER	dev.faxagent.com	TEST	RESELLER	2	0
Manage Tenants		ABCUST	ABCust	х	CUSTOMER	dev.faxagent.com	ABCo	RESELLER	0	1
Company Settings Permissions		NEWCO	New Compan	х	CUSTOMER	dev.faxagent.com	ABCo	RESELLER	0	2
Fax Settings										
Manage Users										
Routing Ownership										
Routing Assignment										
FaxBridge Ownership										
FaxBridge Assignment										
Account Code Ownership										
Account Code Assignment										
Fax Usage Report										

10. You have now successfully created a Tenant.