## Manage billing administrator store permissions in Premier

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# Expand self-service options in Premier for your billing administrators.

As company administrators, you can now give billing administrators permission to shop in Premier Online Store.

You can also select the store order approvers.

Options include:

- Use the current authorized approvers for the employee group.
- Create your own set of authorized approvers up to 5 approvers.

These changes can be added in Premier Online Care when creating or editing a billing administrator.

In the next section, learn how you can do this quickly and easily in Premier Online Care.



#### Easily manage store permissions and choose approvers (1 of 3)

SHOP	MANAGE	BILLING	SUPPORT						
Account Management		Plans & Features		Transaction History	Reports	Settings	Profiles & Permissions 🔹		
I want to: View account and usage Welcome, Jane		Virel	p type: ess number	Search for:	Go	Foundatio Billing acco Wireless r	Manage Administrators Manage End Users Logins Manage Foundation Account Permissio Manage Billing Account Permissions		
							Update My Profile Manage Stored Payment Methods		

- 1. Log in to <u>Premier</u> with your Administrator login.
- 2. Under Profiles & Permissions, select Manage Administrators.

3. On the Manage Users page, select Create new billing administrator.

Note: To update an existing billing administrator, under Select an Administrator profile, select Billing Administrator. Then click View/edit for the billing administrator you want to update. (Not shown.)

Manage Users	
Create New Users	
Create new company administrator Create new billing administrator	
Update an Existing User	
Select an Administrator profile:	



### Easily manage store permissions and choose approvers (2 of 3)

<b>Permissions</b> elect the permission options available to this Administrator.				
	Permission or Setting			
Request Expand all   Collapse all	Deny	Allow After Approval	Allow Always	
Shop Premier Store	0	۲	0	
View Current Rate Plan and Features	0		۲	

- 6. The **Store Order Approvers** popup window opens. Select one of the following options:
  - Select **Use employee group approvers** to use the current authorized approvers for the employee group. Each approver must approve the order.
  - Select **Set up individual approvers** to create your own set of authorized approvers. You can add up to 5 approvers.

7. Click Continue.

- 4. Complete the required information for the new billing administrator. (Not shown.)
- 5. In the **Permissions** section, for the permission **Shop Premier Store**, select the **Allow After Approval** option.

Store Order Approvers	×	Close
O Use employee group approvers Select this option to use the current authorized approvers for the employe	e group. Each approver must approve th	e order.
Users can provide an approver email address when they place an order.		
Set up individual approvers Select this option to create your own set of authorized approvers. You car	add up to 5 approvers.	
Email Address	Delete	
JohnDoe@att.com	Ф	
AliceDoe@att.com	۵.	
Add another approver		
Cancel	Conti	nue



#### Easily manage store permissions and choose approvers (3 of 3)

The approvers are now listed under the **Shop Premier Store** permission.

8. Review the information, and then click **Submit**. (Not shown.)

missions t the permission options available to this Admi Your permissions will take effect when you	inistrator. submit the changes.			
Request Expand all   Collapse all		Pe Deny	rmission or Settin Allow After Approval	g Allow Always
<ul> <li>Shop Premier Store</li> <li>Approvers: JonhDoe@att.com Edit AliceDoe@att.com</li> </ul>		0	۲	0
<ul> <li>View Current Rate Plan and Features</li> </ul>		0		۲



#### More information

- Company administrators can edit the approvers from the **Permissions** page in Premier Online Care.
- After the Store Order Approver request is submitted, the list of approvers can be viewed on the **Confirm** page.
- For more information about creating billing administrators, see the video, <u>How to Create or Delete an Administrator</u>.



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