



Control Premier Access

As a Premier administrator, you can define and manage Premier logins, passwords, and descriptions needed for employee groups. You can also define administrator permissions and logins. You can only grant permissions that have been granted to you.

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Employee Group Logins and Passwords

Note: To change an employee group login, delete the existing login and create a new one.

Add an employee group login

1. On the Premier homepage, under **Settings**, click **Manage Employee Group Logins**. If you're prompted, select an employee group. The Employee Groups page appears.
2. Under **Create Employee Group Logins**, click **Add**.
3. Complete the following information, and then click **Continue**:
 - Enter a new employee group login up to 40 characters long. Use only numbers and letters—no special characters.
 - Enter a description for the employee group.
 - Check the **Send a copy of this request via email to: <email_address>** box to receive an email with the temporary password. To change your email preferences, click **My Login Profile**.
The Verify page appears.
4. Verify the information, and then click **Submit**.

We'll email you the new employee group login and a temporary password. When you log in for the first time, you must change the password.

Change an employee group password

1. On the Premier homepage, under **Settings**, click **Manage Employee Group Logins**. The Employee Groups page appears.
2. Under **Update Employee Group Logins**, select an existing employee group login, and then click **Change Password**.
3. Enter and re-enter the new password, and then click **Continue**. The password is updated.



Delete an employee group login

1. On the Premier homepage, under **Settings**, click **Manage Employee Group Logins**. The Employee Groups page appears.
2. Under **Update Employee Group Logins**, select the existing employee group login that you want to delete, and then click **Delete**.
3. Under **Delete Employee Group**, confirm that the employee group login is the one you want to remove.
4. To receive a copy of your deletion request, confirm your email address, and then check the **Send a copy of this request via email to: <email_address>** box.
5. To delete the employee group login, click **Continue**. The Verify Delete Employee Group page appears.
6. Verify that the information is correct, and then click **Submit**.

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Administrator Logins

You can create Premier logins for administrators (company and billing) that you manage. Company administrators are responsible for one or more employee groups and one or more foundation accounts in your organization. Billing administrators are responsible for one or more billing accounts in your organization.

Create a company administrator

1. On the Premier homepage, under **Profiles & Permissions**, click **Manage Administrators**. The Manage Users page appears.
2. Click **Create new company administrator**. The Create Company Administrator page appears.
3. Complete the following information, and then click **Continue**:
 - Complete the required fields, marked by an asterisk (*).
Note: The profile change notification number must be an active AT&T wireless number that can receive text messages about your request.
 - Select the permissions available for this administrator.
 - Select the employee groups this administrator can access.
 - Enter the foundation account numbers the administrator will manage.
4. Verify that the information is correct, and then click **Submit**.

A login ID and temporary password and instructions are sent to the new administrator in separate email messages.

Note: In addition to your login ID and temporary password, you must enter a valid U.S. mail address due to security measures set by the Federal Communications Commission (FCC).

Create a billing administrator

1. On the Premier homepage, under **Profiles & Permissions**, click **Manage Administrators**. The Manage Users page appears.
2. Click **Create new billing administrator**. The Create New Billing Administrator page appears.



3. Complete the following information, and then click **Continue**:
 - Complete the required information, marked by an asterisk (*).
Note: Enter the foundation account number associated with the billing accounts that the administrator will manage. The profile change notification number must be an active AT&T wireless number that can receive text messages about your request.
 - Select the permissions available for this administrator.
 - Enter the billing account number and applicable ZIP Code for each billing account the administrator is responsible for, and then click **Add**.
4. Verify that the information is correct, and then click **Submit**.

A login ID and temporary password and instructions are sent to the new administrator in separate email messages.

Note: In addition to your login ID and temporary password, you must enter a valid U.S. mail address due to security measures set by the Federal Communications Commission (FCC).

Update an administrator login

1. On the Premier homepage, under **Profiles & Permissions**, click **Manage Administrators**. The Manage Users page appears.
2. In the **Update an Existing User** area, select an administrator profile from the list.
3. For these administrators, you can make the following changes:
 - To initiate a password reset by the administrator, click **Reset Password**.
 - To change the permissions and settings for the administrator, click **View/edit**. Choose **Deny** or **Allow Always**.
You can also change the employee groups an administrator is responsible for.
4. If you're updating a billing account administrator, in the **Create Managed Group** area confirm that the billing accounts listed are correct. You can add or remove billing accounts:
 - To add a billing account, enter the billing account number and corresponding ZIP Code, and then click **Add**.
 - To remove a billing account, check the **Remove** box for each account you want to delete, and then click **Remove**.
5. When you're finished, click **Continue**.
6. Verify that the information is correct, and then click **Submit**.

We'll send a confirmation email to the administrator with the updated information.

Delete an administrator login

1. On the Premier homepage, under **Profiles & Permissions**, click **Manage Administrators**. The Manage Users page appears.
2. In the **Update an Existing User** area, select an administrator profile from the list.
3. Next to the administrator login that you want to delete, click **Delete**. The Delete Administrator Profile page appears.
4. Verify that the information is correct, and then click **Submit**.

We'll send a confirmation email to the administrator.

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Foundation Account Permissions and Settings

- Administrators manage information and functions at the foundation account level. Each foundation account contains one or more billing accounts.
- You can set permissions and make approvals only for the foundation or billing accounts that you manage.
- When permissions are updated for a foundation or billing account, those changes apply to all users in the account.
- If settings at the billing account level differ from those at the foundation account level, billing account settings are used.
- New permission and approval settings apply only to future actions (not to pending requests).
- Orders placed by an administrator or a billing account administrator don't need prior approval.

Update foundation account permissions and settings

1. On the Premier homepage, under **Profiles & Permissions**, click **Manage Foundation Account Permissions**. The Foundation Account Permissions & Settings page appears.
2. Adjust permissions as needed. Permissions apply to all users in the foundation account. For each permission request, select one of the following:
 - **Deny**—Restricts a setting for all wireless users in the foundation account.
 - **Allow After Approval**—Requires approval by the company administrator before processing.
 - **Allow Always**—Grants permission to all wireless users in the foundation account.
3. When you're finished, click **Continue**.
4. Verify that the foundation account settings are correct, and then click **Submit**.

Changes apply to wireless users in the foundation account the next time they log in to Premier.

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Billing Account Permissions and Settings

- Billing account administrators manage only billing accounts; they don't have permission to manage foundation account-level information.
- You can set permissions and make approvals only for billing accounts that you manage.
- When you update permissions for a billing account, those changes apply to all users in the account.
- If settings at the billing account level differ from those at the foundation account level, billing account settings are used.
- New permission and approval settings apply only to future actions (not to pending requests).
- Orders placed by a billing administrator don't need prior approval.



Update billing account permissions and settings

1. On the Premier homepage, under **Profiles & Permissions**, click **Manage Billing Account Permissions**. The Billing Account Permissions & Settings page appears.
2. Adjust permissions as needed. Permissions apply to all users in the billing account. For each request, select one of the following:
 - **Use FAN Setting**—Uses the permission setting defined at the foundation account level.
 - **Deny**—Restricts a setting for all wireless users in the billing account.
 - **Allow After Approval**—Requires approval by a company or billing account administrator before processing.
 - **Allow Always**—Grants permission to all wireless users in the billing account.
3. When you're finished, click **Continue**.
4. Verify that the billing account settings are correct, and then click **Submit**.

Changes apply to wireless users in the billing account the next time they log in to Premier.

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