

# Nextel Online®

## Total Account Registration

## Optimize the way you register phones on Nextel Online®

Total Account Registration provides DAEs and Authorized Account Administrators the ability to register all or selected phones on an account with a single, integrated process. By eliminating the need to manually register each phone individually, Total Account Registration enables the administrator to quickly and easily setup and register a 100 unit account in the time it takes to register just one.

### What You Need to Register Phones

- **Authorized Account Administrators** must have a valid Nextel Administrator Name and Password.
- **Data Account Executive** (Nextel sales representative) must have a valid login on sales.nextel.com.
- PC with access to the Internet.



### Account Login

#### Account Administrator Login

1. From the mynextel tab on Nextel.com, select **Total Account Registration**.
2. Enter your Nextel Member Name and Password
3. Click **Login**.

#### DAE Login

1. From sales.nextel.com, click on **Customer Support Tools**.
2. Click on the **Total Account Registration** link.

### Select Registration Activity

- Click **Enter New Total Account Registration Request** to begin registering phones.
- Click **View Completed Total Account Registration Requests** to view a summary of your registration results over the past 30 days.

### Account Selection

#### Account Administrator Selection

1. From the **Managed Accounts** drop down menu, select the account or sub-account.
2. Click **Continue**.

#### DAE Account Selection

1. Enter the BAN or DAC in the **Account Number** field. The entire 9 or 10 digit account number must be entered, including any leading zeroes.
2. Enter the **Billing ZIP Code** associated with that account.

### Select Registration Type

To register all phones on the account:

1. Select the **Register all phones on the Nextel account** radio button.
2. Click **Continue**.
3. You are directed to the **Account Information** page.

To register specific phones on the account:

1. Select the **Choose specific phones on the Nextel account to register** radio button.
2. Click **Continue**.
3. You are directed to the **Select Handsets** page.

### Select Handsets

1. Select the check boxes corresponding to the phones you wish to register.
2. Click **Continue**.
3. You must select at least one phone to continue.

*User Tip: Click on the page number above the phone list to view a specific page. The **Check all Displayed** and **Uncheck all Displayed** enables you to check/uncheck all phones listed on the page. Use the **Results per page** drop down menu to display a larger list of phones on the account.*

### Account Information

The address fields are pre-populated with the billing account address on file for this account.

1. The **Member Name Prefix** is pre-populated with the first nine letters of the company. You can edit it and replace with any combination of letters and numbers that will make the member names easier to use and remember. Spaces and other special characters are not allowed.
2. Enter the **Mailing Address 1**.
3. Enter the **City**.
4. Select the **State** from the drop down menu.
5. Enter the **ZIP Code**.
6. Click **Continue**.

### Batch Confirmation

The Batch Confirmation page notifies you that the registration request has been received, and when the request is completed, the registration results will be sent to your email address on file.

- Click **Done** to return to the Total Account Registration Home Page.

### Registration Results Summary

- Click **Total number of phones successfully registered** to view the details for each phone that was successfully registered.
- Click **Total number of phones unsuccessfully registered** to view the details for each phone that was not registered.

### Completed Registration Results

- Click the **Account Number** for the date desired to view a summary of your registration results for that account on the date displayed.

