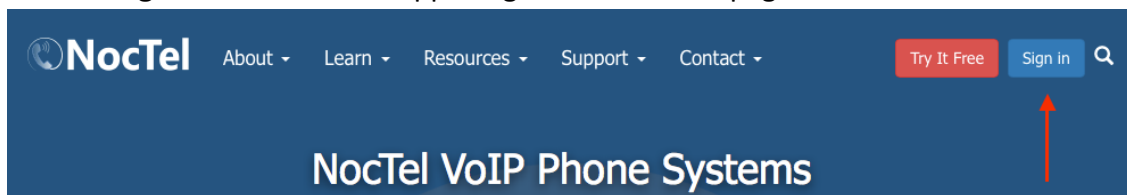


When creating a new business account, the user must first create a user account. Once the user account is created, then the user can create a new business account.

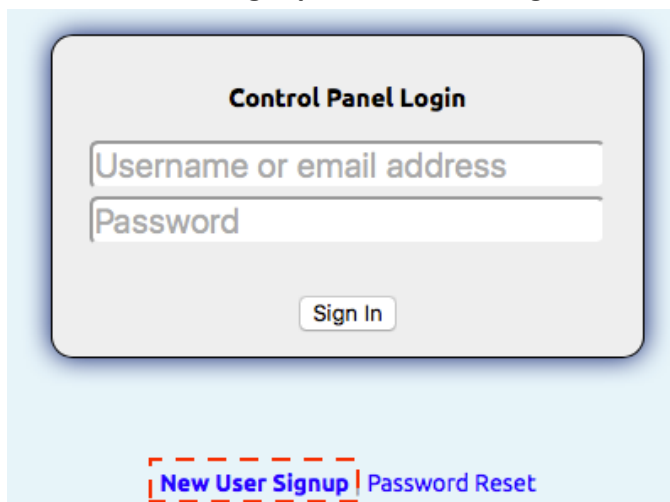
The user and business account model is used to provide flexibility to NocTel users. With user accounts, multiple users can be invited to join a business account and given different access levels. This allows the account administrator control over what other users can change and interact with. Also, a user can have access to multiple business accounts, while only having to worry about one way to access them. This is useful for users that have multiple businesses, offices or locations that are spread across different NocTel accounts.

Creating a User Account.

1. Go to **noctel.com**
2. Click on **Sign In** located in the upper-right corner of the page.



3. Click **“New User Signup”** to start creating a new user account.



4. On the **New User Sign-Up Page**, complete the sections asking for **first** and **last name** and **email address**. If the user wishes to use a **username** instead of an email for login, then enter the **username** in the appropriate area.

New User Sign-Up

Each **individual** who signs in to use a NocTel account will need to have a separate user login.

What's your name?

First: Last:

How will you sign in?

Email:

Selecting a username is optional. If you choose one, you may use it to log in instead of your full email address, and it will be shown instead of your email address in the user list for your business account, allowing you to keep your personal email address private from other users.

Username:

Optional

5. Choose a **password** for the user account and repeat it in the area provided. *The password must be at least seven characters in length and must include at least three of the following: a lowercase letter, an uppercase letter, a number or a symbol.*

Select a Secure Password

Your password must be at least seven characters in length, and must include at least three of the following: a lowercase letter, an uppercase letter, a number, or a symbol.

Password: Repeat:

6. Select a **time zone** for this user to view data within the control panel as.

Select Your Time Zone

Please select the major city or region with the same time zone as your locale.

Time Zone

7. Click the **checkbox** to agree to the NocTel Terms of Service after reviewing them.

I agree to the [NocTel Terms of Service](#).

8. Click the **Create User** Button at the bottom of the form.

After proceeding, a confirmation email will be sent to the address specified above. This user login will not be usable until the instructions in the confirmation email have been followed.



9. After clicking **Create User**, check for the confirmation email, and use the link provided in the email to activate the user account.

Creating a Business Account.

Once you have created a user account, you will need to create your Business Account.

1. To start creating the *Business Account*, you can follow the link provided after clicking the link in the confirmation email or

Email Address Confirmed!

Thank you for confirming your login.

[▶ Continue setting up your new account.](#) ←

go to noc.tel.com and click on **Sign In** located in the upper-right corner of the page. Use the newly created *username* and *password* to log in.


2. When connected to the account, the “**New Business Custom Account**” form should appear to the right of the menu.

New Business Custom Account

Thank you for choosing NocTel. If you need any assistance during the setup and configuration of your account, please feel free to call NocTel Support at **503.764.4300**

What's the name of your business?

This is the name that will show on your NocTel Control Panel, and will be used for reference when contacting NocTel Support.

Example: Acme Widgets 

3. Enter the *business name*, in the first text box provided.

4. Enter info about the legal owner of the account.

Legal Owner of Account

In case you ever forget the administrator user login for your account, this is the name, contact number, and mailing address of the Legal Entity or Person to whom we are authorized to restore access.

Example: Will E. Chairman, Sr.	
Contact Number:	+1 555-555-1212
Mailing Address:	
Address Line 1	
City/Locality	State/Province
Postal Code	Country

5. Select the *primary physical location* that best matches. If selecting North America also indicate if you are closer to the east or west coast. This information is used to select the VoIP servers that are closest to you.
6. Confirm the email that should be used for account notifications.
7. In the **Phone System Options** area, choose options on how your account should be configured. These items can be changed later.
8. Read and agree to the **Terms of Service**, by checking the box.

Terms of Service

- I certify that I am authorized to accept the NocTel [Terms of Service](#) on behalf of this business, and I have read and agree to what is contained therein.

9. Click **Create Account**.

The Business Account should now be created, and your user account linked to it. Now when you log into NocTel, you will be automatically taken to your Business account. You can now add numbers and extensions to your account and invite another user to the account.