Document Summary: This process requires the following steps, each of which are described in further detail below.

1. Login to CenturyLink Control Center using the credentials provide previously.
2. Navigate to Administration > User Management
3. Create a new user profile
4. Assign permissions to user
5. Assign accounts to user. (Note: account assignment is only required if you are assigning eBilling permissions to the user.

Details Steps:

Step 1. Manage Users
Select Managed Users hyperlink

Step 2. Create Users
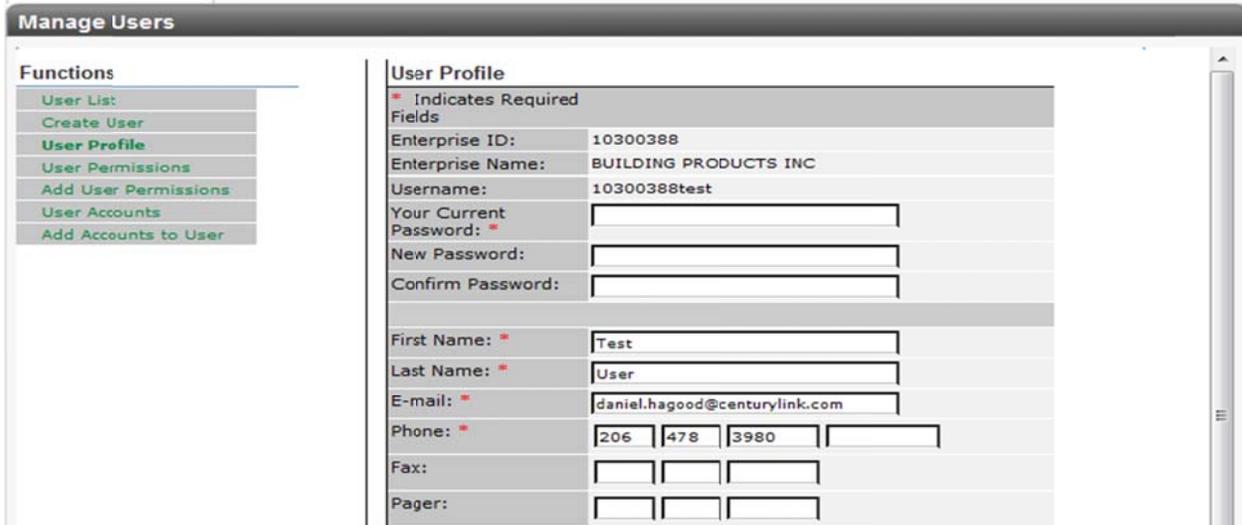Select Create User

Step 3. Required Fields
Complete required fields as indicated by the red asterisk *
Note: Users names are unique. If you receive an error when creating a user profile modify user name following the guidelines below.

- At least 8 digits with at least one alpha and numeric character
- Is case sensitive
- Maximum of 32 characters
- Allows special characters: !@ # $ % & *

Step 4. Assigning CSA /Customer System Admin roles and permissions

Select "Customer System Admin" if you want the user to have the same level of access you current enjoy.

Step 5.   Bill Ready email notifications
To receive "bill ready email notification select *Email* under "Notification Preferences.

Note: Notification preferences are only displayed if the user has "Customer System Admin permission OR **ADMIN eBilling** permissions.

Step 6.
Select Submit: Control Center will return a success message if the user was successfully created

Step 7. Assigning user permissions
Click "Add User Permissions
Control Center will display a list of available permission based on the types of service provisioned.

Note: Control Center offer 3 levels of permissions. Basic (Read Only) Advance (Read/Write) Admin (Read/Write future tense)

Step 8. Click "Add Selected"

Step 9. Add Accounts to User

Control Center will display the list of account associate with your Enterprise. If you do not see all of your account you can add accounts using the **Add Accounts** link location under Services>Billing.

Note: If the user does not have eBilling permission you can skip Step 9.

Step 10. Add account to user
Click Add Accounts to User.
Control Center returns a success message recapping the accounts assigned to the user.

Support
For more information you may contact the Control Center help desk Control.Center@centurylink.com
Toll Free # 877 726-6875

Live Chat