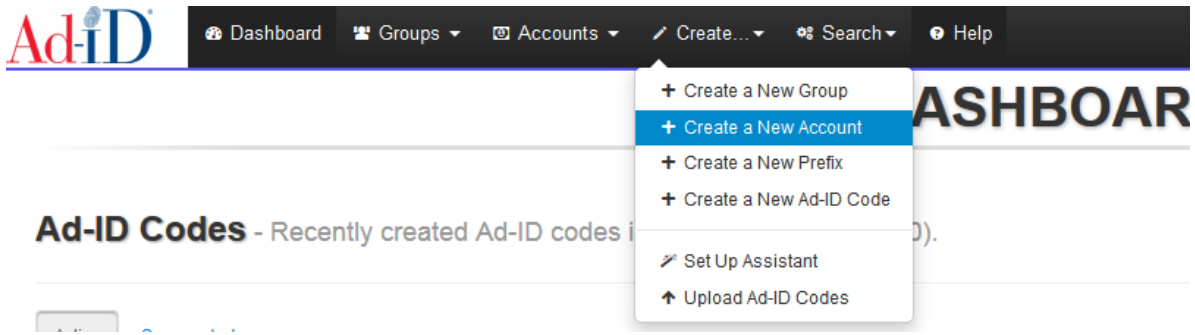


Creating an Account for an Existing Prefix Ad-iD®

To create a code, you must first have a group, prefix and account set up and associated to each other. This document provides instructions for those that have an existing group and prefix and need to create an account. Accounts are used to purchase credits to create codes.

1. Click on Create a New Account in the top navigation.



2. Leave the 501(c)(3) non-profit box unchecked. This should not apply in this situation.

Is the company a 501(c)(3) non-profit? ⓘ

3. Enter the account name. This can be any label and is usually the advertiser name, agency name or combination of both so users can easily identify what the account is for.
4. The invoice memo will be saved for the account and all invoices created against the account will include the memo. For example, if a vendor # is required on each invoice, you could enter that in the memo. This field is not required.

> Add an Account

Account Name *	<input type="text" value="ADHL"/>	ⓘ
Invoice Memo	<input type="text" value="Vendor #1234"/>	ⓘ

5. The billing information will populate based on your user profile and you can edit as needed. All fields are required.
 - a. At least one email must be provided to receive invoices and statements. Multiple email addresses may be entered, separated by a comma.
 - b. If you would like invoices for this account to also be emailed to the user who made the purchase, check off the “Also send invoices to purchaser” option.

Billing Information

Contact Name *	<input type="text" value="Peter Piper"/>	Direct Phone *	<input type="text" value="704-501-4410"/>
Company Name *	<input type="text" value="Ad-ID, LLC"/>	Email address for invoices and statements *	<input type="text" value="accounting@ad-id.org,ppiper@ad-id"/>
Address *	<input type="text" value="11020 David Taylor Drive"/>	<small>Invoices and statements will be emailed to the address(es) entered here. Multiple email addresses may be entered, separated by a comma.</small>	
Address 2	<input type="text" value="Suite 305"/>	<input type="checkbox"/> Also send invoices to purchaser <small>Check this box to also email a copy of purchase invoices to the user who made the purchase.</small>	
City *	<input type="text" value="Charlotte"/>		
State *	<input type="text" value="NC North Carolina"/>		
Zip Code *	<input type="text" value="28262"/>		
Country *	<input type="text" value="United States"/>		

6. Click on the group the account should be associated to. You must be an Administrator or User of the Group to associate.

Assign to a Group & Prefix

Choose one or more groups to assign this account to. You can always do it later.

Choose group

Assign Group(s)

Ad-ID LLC-ADHL

Ad-ID LLC-Brand Inc

Ad-ID LLC-Soda Pop Co

Ad-ID LLC-Valmor Inc

Hold down Control (Command on Mac) while clicking to select (or deselect) more than one.

7. Select the prefixes to associate to the account. Use the control key (command on Mac) to select multiple prefixes. You must be an Administrator or User of the Prefix to associate.

Assign to a Group & Prefix

<p>Choose one or more groups to assign this account to. You can always do it later.</p> <p>Assign Group(s)</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Ad-ID LLC-ADHL</p> <p>Ad-ID LLC-Brand Inc</p> <p>Ad-ID LLC-Soda Pop Co</p> <p>Ad-ID LLC-Valmor Inc</p> </div> <p><small>Hold down Control (Command on Mac) while clicking to select (or deselect) more than one.</small></p>	<p>Choose one or more prefixes to assign this account to. You can always do it later.</p> <p>Assign Prefix(es)</p> <div style="border: 1px solid gray; padding: 5px;"> <p>A3SS - Smooth Skin - (Parent: ADHL INC)</p> </div> <p><small>Hold down Control (Command on Mac) while clicking to select (or deselect) more than one.</small></p> <p>Prefix Parent</p> <input type="text" value="ADHL INC"/> <p><small>Prefixes in the list above are being limited to this Parent.</small></p>
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8. The Parent company will be determined by the prefix chosen.
- a. If an unlocked prefix is chosen, a Parent is not associated. An unlocked prefix and account can be licensed to agents (ad agencies, distribution companies, etc.) and used for multiple advertisers that do not have a locked prefix.

Assign to a Group & Prefix

Choose one or more groups to assign this account to. You can always do it later.

Assign Group(s)

- Ad-ID LLC-ADHL
- Ad-ID LLC-Brand Inc
- Ad-ID LLC-Soda Pop Co
- Ad-ID LLC-Valmor Inc

Hold down Control (Command on Mac) while clicking to select (or deselect) more than one.

Choose one or more prefixes to assign this account to. You can always do it later.

Assign Prefix(es)

- A3SS - Smooth Skin - (Parent: ADHL INC)

Hold down Control (Command on Mac) while clicking to select (or deselect) more than one.

Prefix Parent

ADHL INC ← Parent from Prefix

Prefixes in the list above are being limited to this Parent.

Select Parent Company. ?

Create an unlocked account. ?

Parent *

ADHL INC ← Parent set for Account based on prefix chosen

This parent is locked to your selected Prefix.

9. Click Add new Account.

Select Parent Company. ?

Create an unlocked account. ?

Parent *


ADHL INC

This parent is locked to your selected Prefix.

Add new Account ← Click to create account

Cancel

10. Next you can make a purchase on the account. If you do not want to make a purchase, click Cancel.
- To make a purchase, enter the deposit amount then click on the payment method of purchase order or credit card. If you choose purchase order an invoice is sent via email.
 - The Invoice Note is not required. The Invoice Note is additional descriptive information to be displayed on the invoice for this purchase (e.g. Purchase covers 2 codes).

 The Account ADHL was successfully created.
Would you like to use this new Account to [Associate a Prefix?](#)
User ppiiper@testing.com is now a member of the ADHL account.
No email notifications were sent to ppiiper@testing.com.
accounting@ad-id.org was added for receiving statements and/or invoices.
ppiiper@ad-id.org was added for receiving statements and/or invoices.
The account(s) were added to the group
The account(s) were added to the prefix.

[Home](#) » [Accounts](#) » [ADHL](#) » Deposit

» Deposit Credits to **ADHL** Account

Enter amount to deposit

Amount *

Enter an amount in US Dollars.
Only one code is charged when creating complimentary definition codes (e.g. ABCD1234000, ABCD1234000H).


Purchase Order

Credit Card

Choose payment method

Billing Information

Contact Name *	<input type="text" value="Peter Piper"/>	Zip Code *	<input type="text" value="28262"/>
Company Name *	<input type="text" value="Ad-ID, LLC"/>	Country *	<input type="text" value="United States"/>
Address *	<input type="text" value="11020 David Taylor Drive"/>	Direct Phone *	<input type="text" value="704-501-4410"/>
Address 2	<input type="text" value="Suite 305"/>		
City *	<input type="text" value="Charlotte"/>		
State *	<input type="text" value="NC North Carolina"/>		

Invoice Note 

\$750 covers the cost of 25 Ad-ID codes for ADHL, Inc.

447 characters remaining

Click to finish deposit

11. Click Next. The confirmation screen allows you to verify the information is correct. Click on Confirm Purchase to complete the purchase.

› Please Confirm your Purchase of Credits for the "ADHL" Account.

AMOUNT	\$750.00	● If something needs to be changed, click the back button below to update the information.
METHOD	Purchase Order	
PURCHASE ORDER	45716	
JOB NUMBER	86780RET68	
<hr/>		
Address	Contact	Invoice Note
Ad-ID, LLC Attn: Peter Piper 11020 David Taylor Drive Suite 305 Charlotte, NC 28262 United States	Phone: 704-501-4410	\$750 covers the cost of 25 Ad-ID codes for ADHL, Inc.
Click to complete purchase		
<input type="button" value="Confirm Purchase"/>	<input type="button" value="Back"/>	Click to make changes to information
<small>⚠ DO NOT refresh the page or hit the back button in your browser. This may cause multiple submissions of this form.</small>		

Please visit www.ad-id.org to access additional help instructions or contact Ad-ID Customer Relations at 704-501-4410 or cs@ad-id.org.