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.

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.
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.

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

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.
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.

9. Click Add new Account.
10. Next you can make a purchase on the account. If you do not want to make a purchase, click Cancel.
   a. 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.
   b. 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).
11. Click Next. The confirmation screen allows you to verify the information is correct. Click on Confirm Purchase to complete the purchase.

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.