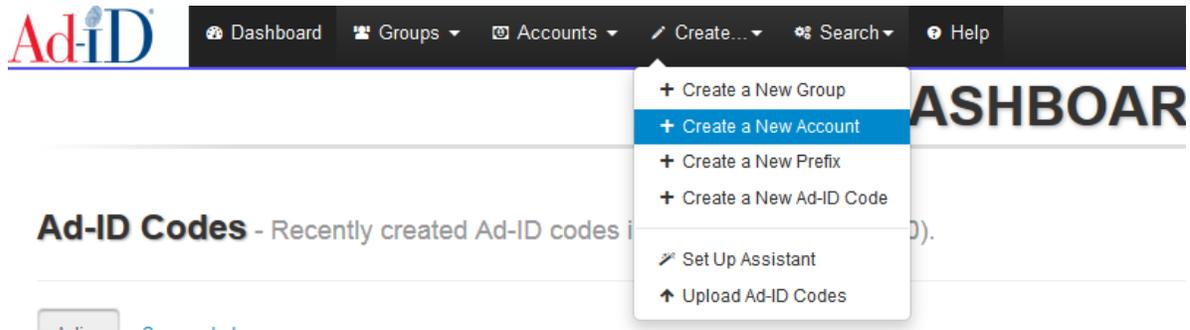# Creating an Account

Ad-ID codes are created at www.ad-id.org. To create a code, you must first have a group, prefix and account set up and associated to each other. This document will provide instructions on creating an account. Accounts are used to purchase credits to create codes.

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

2. If the company for which the account is being created is a 501(c)(3) non-profit, check the box and you will be directed to our website with more information. If the company is not a 501(c)(3) non-profit, leave the box unchecked.

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.

Billing Information

Contact Name *	Peter Piper	Direct Phone *	704-501-4410
Company Name *	Ad-ID, LLC	Email address for invoices and statements *	accounting@ad-id.org,ppiper@ad-id

Invoices and statements will be emailed to the address(es) entered here. Multiple email addresses may be entered, separated by a comma.

☐ Also send invoices to purchaser
Check this box to also email a copy of purchase invoices to the user who made the purchase.

Address *	11020 David Taylor Drive
Address 2	Suite 305
City *	Charlotte
State *	NC|North Carolina ▼
Zip Code *	28262
Country *	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.

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.

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

Selected prefix with Parent

Assign Prefix(es)
```
B9NC - Brand Inc - (Parent: BRAND INC)
```
Hold down Control (Command on Mac) while clicking to select (or deselect) more than one.

8. If a prefix is not selected, you must determine if the account will be locked or unlocked.
   a. Unlocked accounts can be licensed to agents (ad agencies, distribution companies, etc.) and used for multiple advertisers that do not have a locked prefix. Check the box to create an unlocked account.

   b. Locked accounts are associated to a Parent company and the account can be used only with prefixes associated to the same Parent. Use the Search or Look-up to find the appropriate Parent.

9. Once completed, 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).

Billing Information

Contact Name *	Peter Piper	Zip Code *	28262
Company Name *	Ad-ID, LLC	Country *	United States ▼
Address *	11020 David Taylor Drive	Direct Phone *	704-501-4410
Address 2	Suite 305		
City *	Charlotte		
State *	NC|North Carolina ▼		

Invoice Note ❓

$750 covers the cost of 25 Ad-ID codes for Brand Inc.

447 characters remaining

Click to finish deposit

Next >   Cancel

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

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

AMOUNT	$750.00
METHOD	Purchase Order
PURCHASE ORDER	45716
JOB NUMBER	86780RET68

ⓘ If something needs to be changed, click the back button below to update the information.

Address
Ad-ID, LLC
Attn: Peter Piper
11020 David Taylor Drive
Suite 305
Charlotte, NC 28262
United States

Contact
Phone: 704-501-4410

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

Click to complete purchase

Confirm Purchase   Back ← Click to make changes to information

⚠ DO NOT refresh the page or hit the back button in your browser. This may cause multiple submissions of this form.

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.