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](image1)

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](image2)

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 Prefix(es)](image3)
8. The parent company field is required. If a prefix is not selected, you must use the Search or Look-up to find the appropriate Parent company. The account can be used only with prefixes associated to the same Parent.
   a. The parent company is a company that owns other legal entities (subsidiaries) and refers to the parent company of the advertiser for which codes are being created. If you cannot find the parent company, please contact cs@ad-id.org.

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).
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

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 cover the cost of 325 Ad-ID codes for Brand inc.

Invoice Recipients
piper@ad-id.org
accounting@ad-id.org

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.