AT&T Mobile Share®
Setup Guide for Administrators

September 2016
Overview

Who can purchase and manage AT&T Mobile Share plans?

The following steps will help you setup your AT&T Mobile Share preferences, plans, and user permissions in Premier.

1. Decide who will manage your company’s AT&T Mobile Share plans.
   - Who would you like to have manage employee AT&T Mobile Share plans: your administrators, or the employees?

2. Select your AT&T Mobile Share preferences and plans.
   - Which employee groups and user types can join and move between AT&T Mobile Share groups while purchasing new services or upgrading a device in Premier?
   - Which AT&T Mobile Share plans and compatible device-specific plans are available to your employees in Premier?

3. Allow or deny group management activities.
   - Which users per billing account or foundation account can create, modify, join, exit, or move between AT&T Mobile Share groups while changing devices, rate plans, or features in Premier?

Images provided in this presentation are for illustrative purposes only.
Selecting AT&T Mobile Share preferences and plans
Group preferences and plans – Step 1

Navigating to AT&T Mobile Share preferences and plans

In Premier, under Settings, click Manage Product Preferences.
Selecting group plan preferences

If requested, select a user type.

Next, click the Purchasing Preferences plus sign (+), and then click the Group Plan Preferences arrow.

Select the Group Plan Preferences for new lines of service and upgrades:

- Add a line to an AT&T Mobile Share group plan.
- Move groups during an upgrade.
- Create a Mobile Share group during an order.
Group preferences and plans – Step 3

Activating AT&T Mobile Share plans

Click the **Data Plans** plus sign (+), and then Mobile Share Plans **More** to view plan options.

Select the AT&T Mobile Share plans you want to make available to your employees in Premier.
Group preferences and plans – Step 4

Verifying plan selections

Review, verify, and submit your preferences and plan selections. These will be available the next time you or your employees log in to Premier.
Allowing or denying group management activities
Allowing group management activities for users – Step 1

Enabling permissions for Corporate Responsibility Users (CRUs)

Click **Manage Foundation Account Permissions** to enable permissions for all Corporate Responsibility Users in the foundation account.

Click **Manage Billing Account Permissions** to allow permissions to specific billing accounts only.

**Note:** Billing account permissions override foundation account permissions.
Allowing group management activities for users – Step 2

Setting permissions for CRUs

To allow CRUs to:

- Join, exit, or move between voice or data groups, select **Allow Always** for **Move Groups**.

- Create an AT&T Mobile Share group for a single wireless number, select **Allow Always** for **Create a Mobile Share Group**.

- Create or modify AT&T Mobile Share groups with multiple wireless numbers, select **Allow Always** for **Create or modify Mobile Share groups**.
AT&T Mobile Share Setup Guide for Administrators

Allowing group management activities for users – Step 3

Confirming and submitting permission changes for CRUs

Review, verify, and submit your changes.
Denying group management activities for administrators – Step 1

Navigating to the Manage Administrators page

Under Profiles & Permissions, click Manage Administrators.
Denying group management activities for administrators – Step 2

Selecting the administrator type

Select Company Administrator or Billing Account Administrator.

Click View/edit.

<table>
<thead>
<tr>
<th>Login Profile Name</th>
<th>Username</th>
<th>Permissions</th>
<th>Reset Password</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, Jane</td>
<td>Your_ID</td>
<td>View/edit</td>
<td>Reset Password</td>
<td>Delete</td>
</tr>
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</tr>
</tbody>
</table>
Denying group management activities for administrators – Step 3

Editing administrator group management permissions

To deny administrators from:

- Joining, exiting, or moving between voice or data groups, select **Deny** for **Move Groups**.

- Creating an AT&T Mobile Share group for a single wireless number, select **Deny** for **Create a Mobile Share Group**.

- Creating or modifying AT&T Mobile Share groups with multiple wireless numbers, select **Deny** for **Create or modify Mobile Share groups**.

**Note**: These settings are set to Allow Always by default.
Denying group management activities for administrators – Step 4

Verifying and submitting permission changes

Verify Update Company Administrator

Review, verify, and submit your changes.

Company Administrator Information

Login ID: [Redacted]
First Name: [Redacted]
Last Name: [Redacted]
Contact Number: 330-555-1111
FAX Number:
Email Address: YourSuccess@att.com
Profile Change Notification Number: [Redacted]

Permissions

<table>
<thead>
<tr>
<th>Request</th>
<th>Permission or Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Current Rate Plan and Features</td>
<td>Allow Always</td>
</tr>
<tr>
<td>Move Groups</td>
<td>Deny</td>
</tr>
<tr>
<td>Create a Mobile Share Group</td>
<td>Deny</td>
</tr>
<tr>
<td>Create or modify Mobile Share groups</td>
<td>Deny</td>
</tr>
</tbody>
</table>
More information

Enjoy the benefits of AT&T Mobile Share plans

– Simplify the amount of data plans you manage.
– Reduce the number of voice, data, and text usage meters to track.
– Control data costs.
– Maximize data usage.
– Get a great value when sharing data across multiple devices.
– For more information, see Shared Data Plans for Business Customers.
Be Social

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