Register as a Company Administrator
What is an Administrator?

An Administrator is:

- An individual within an organization who operates, manages, and controls one or more wireless program elements.

Two Types of Administrators:

- **Company administrator**: can manage wireless services for one or more Foundation Accounts. They can customize the employees’ Premier Online Store and Premier Online Care experience, as well as perform billing functions, decide on which devices, plans, and features are available to employees, and set up other administrators.

- **Billing account administrator**: a role that is set up by the company administrator. This role can manage wireless services for one or more Billing Accounts based on the permissions set by the company administrator.
Register as a Company Administrator

Role of an Administrator

After you’ve signed up for a Premier Account and registered as an administrator, you’ll be able to do some or all the following tasks, based on your permissions:

• Customize the Premier Online Store and Premier Online Care experience for your employees.
• Determine which phones, devices, plans, and features are available to other employees.
• Create other administrators to assist you.
• Determine payment and billing methods.
• Analyze current wireless usage.
• View your bill online.
• Submit and track billing disputes.
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Registration: Step 1

Dear Jane Doe,

We created an Administrator profile for you in Premier Online Care. Your Login ID is JDoE123. We will send your temporary password in a separate email.

To use your Premier Online Care account, click Login in this email message. Then, log in, change your password, and set your Secret Question and Secret Answer.

If you click Login and it does not take you to https://www.wireless.att.com/business/index.jsp?step=login

If you have any questions about how to complete your profile or manage your account, contact your Company Administrator.

Thank you,
The AT&T Premier Team

This email was auto-generated. Please do not respond.

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STEP 1: Find email with Login Information

a. Find the emails titled “Your Login Created.”

One email contains your administrator username, and the other your temporary password.

Note: This password expires in 30 days.

b. Click Login to begin the registration process.
STEP 2: Log in to Premier

- Enter the username and temporary password from the email you received, and then click Login.

Watch Tutorial (Optional)

- View the tutorial for a helpful walk-through of the registration process.
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Registration: Step 3

**STEP 3: Reset Password**

a. Enter your information in the Login Profile fields. You’ll need to provide, and confirm, a new password.

b. For security purposes, you’ll be asked to provide a mailing address.
STEP 4: Terms and Conditions

- Select the **Accept Terms and Conditions** checkbox, and then click **Continue** to complete the registration process.
After you’ve accepted the terms and conditions, you’ll receive a confirmation.

Click **Continue** at the bottom of the screen to begin experiencing the benefits of Premier Online Care.

**AT&T Premier Registration**

Your email address was verified successfully. Your AT&T Premier login profile registration is complete.