



# CALNET 3 AT&T Billing Consolidator

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## **What's new – January, 2017**



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## 1. What's new?

The following enhancements were implemented in AT&T Billing Consolidator<sup>SM</sup> on January 22, 2017. This document provides a high-level overview of the specific changes that were made. All content, with additional detail, will be integrated into the AT&T Billing Consolidator user guide.

## 2. New user requests

This change only affects agency administrators, who process new user requests.

When a new request for access is submitted, all agency administrators for the designated agency will receive an email with the new user's request and can approve or cancel the request.

Under the Maintenance tab, choose **New User Request** to view all pending requests.

If an administrator wants to provide the new user with an access level other than what had been requested (bill payer, agency user, agency administrator), they now have the option to edit the user type.

On the New User List page, click the **Edit** button.

**New User Request**

Status:  Contract:

Customer ID:  Email Address:

Customer Name:

**View / Edit / Delete New User Request**

Request ID	First Name	Last Name	Email Address	Tel_num	Organization	Customer ID	Customer Name	BAN	Invoice	LoginID	Addr Line 1	Addr Line 2	City	State	Zip	Is Erate	Notes	Contract	User Type	Status
<input type="button" value="Edit"/>	0000	New	User	newuser@calnet3.com	510-577-9557	CALNET Customer				newuser	5678 CALNET ST		Sacramento	CA	94211	N		CALNET 3 AU	Pending	<input type="button" value="Pending"/>

Change the user type to the appropriate level of access and click **Update**, where the Edit button once appeared.

**New User Request**

Status:  Contract:

Customer ID:  Email Address:

Customer Name:

**View / Edit / Delete New User Request**

Request ID	First Name	Last Name	Email Address	Tel_num	Organization	Customer ID	Customer Name	BAN	Invoice	LoginID	Addr Line 1	Addr Line 2	City	State	Zip	Is Erate	Notes	Contract	User Type	Status	
<input type="button" value="Update Cancel"/>	0000	New	User	newuser@calnet3.com	510-577-9557	CALNET Customer				newuser	5678 CALNET ST		Sacramento	CA	94211	N		3 - CALNET	<input type="button" value="Update Cancel"/>	P - Pending	<input type="button" value="Pending"/>

Note: AT&T's CALNET Technical Support will continue to monitor these notifications and assist agency administrators in completing the requests. If you are an agency administrator and no longer want these notifications or this responsibility, please email [CalnetTechSupport@att.com](mailto:CalnetTechSupport@att.com) and have your access changed to agency user. This will not affect access to any of the accounts you can currently view or access to the EDS Agency Report.

If you have any questions on using AT&T Billing Consolidator or the content of this guide, please contact [CALNETTraining@att.com](mailto:CALNETTraining@att.com).