WIRELY CONNECT

VERIZON BUSINESS ACCESS GUIDE

Add Wirely Connect to your Verizon Business account

Six short steps, about five minutes. You sign in yourself with your own Verizon login, and you stay in control of your account the whole time.

Before you start

- Sign in to Verizon My Business with your own login. You'll need administrator access.
- We never need your Verizon password, account PIN or any one-time code. Please don't send them to anyone.
- When you're done, reply to your welcome email so we can confirm access and send your booking link.

What you'll enter in step 5

Role: Administrator

FIRST NAME

Your business name

LAST NAME

Wirely

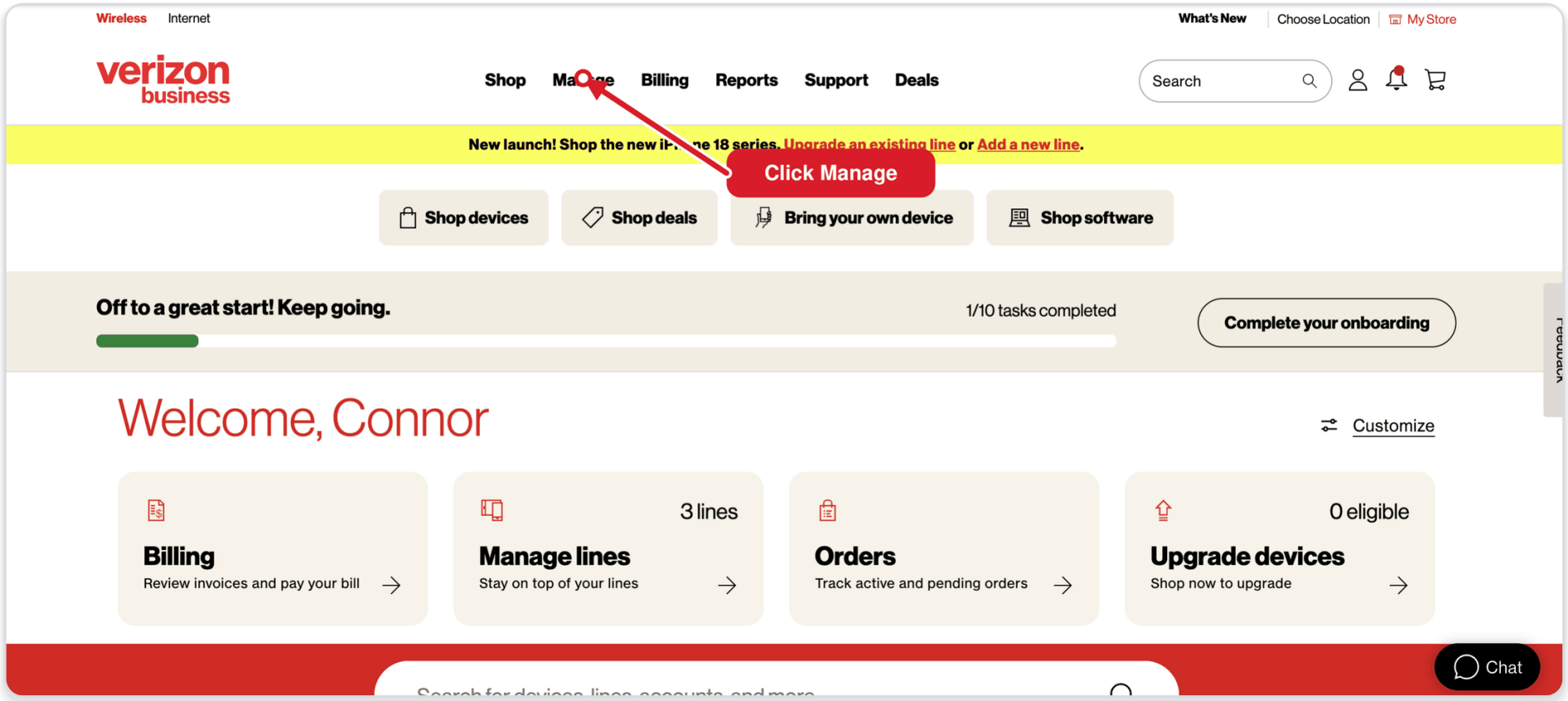
PHONE NUMBER

765-618-4839

EMAIL ADDRESS

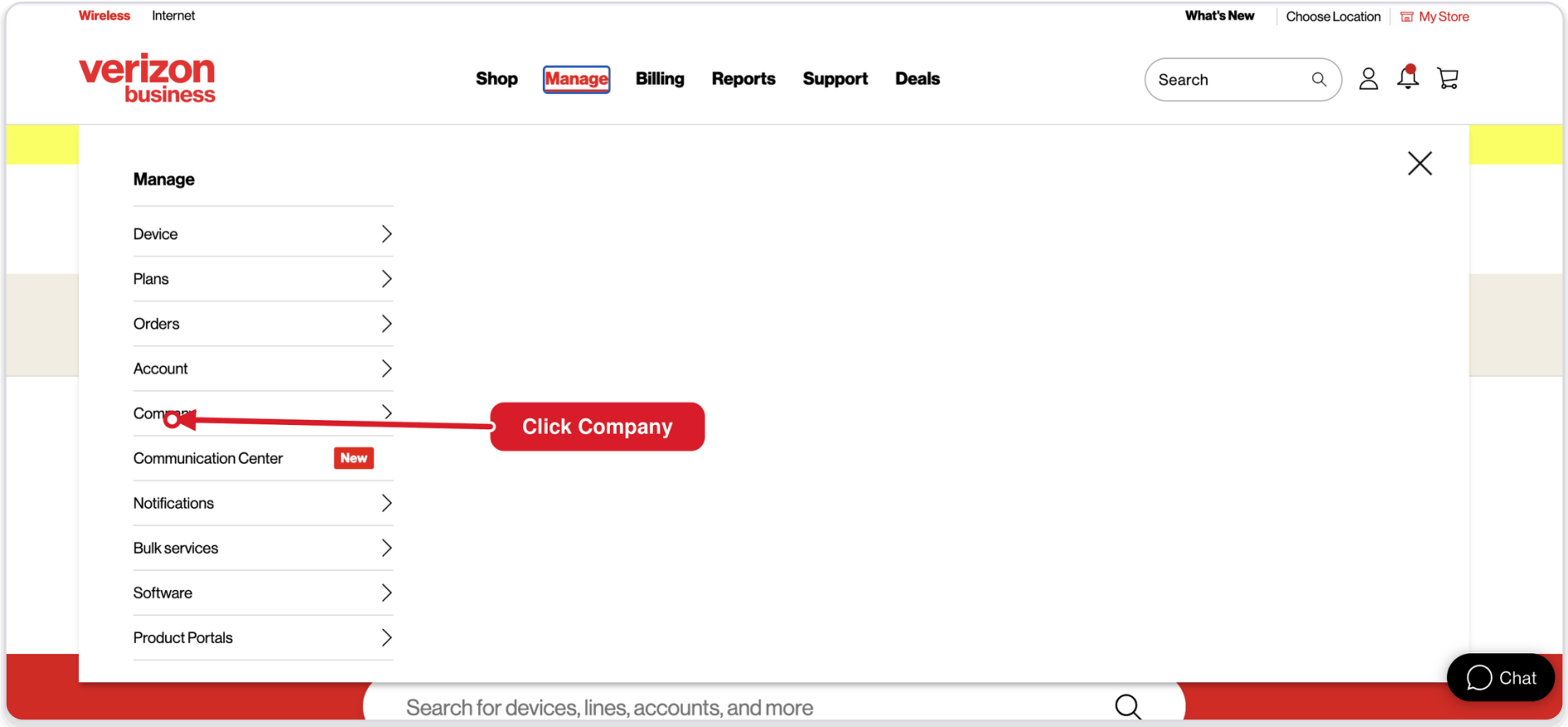
connor@wirelyconnect.com

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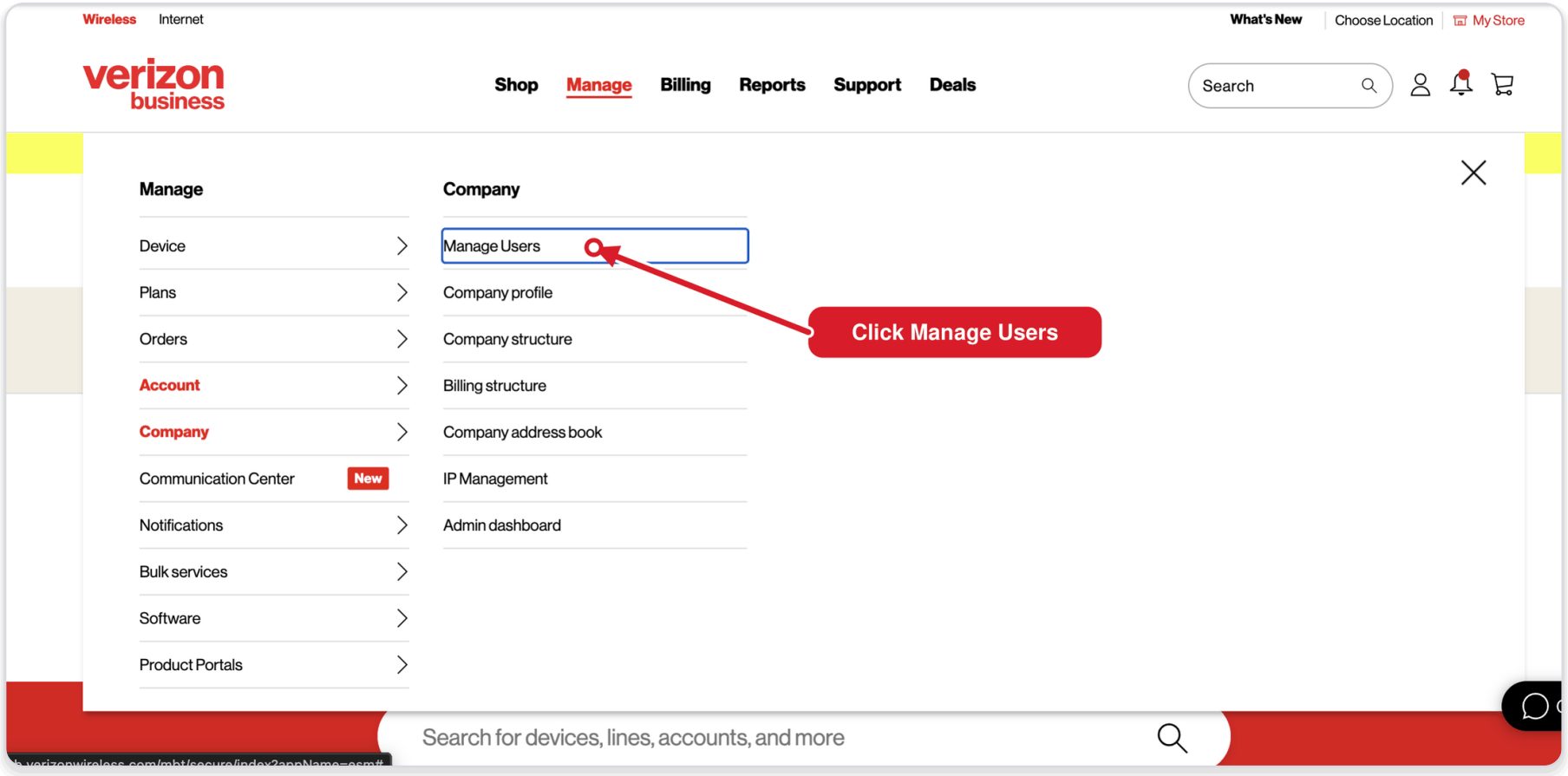
1 Open the Manage menu

Sign in to your Verizon Business account (My Business) with your own login, then select **Manage** in the top menu.



2 Select Company

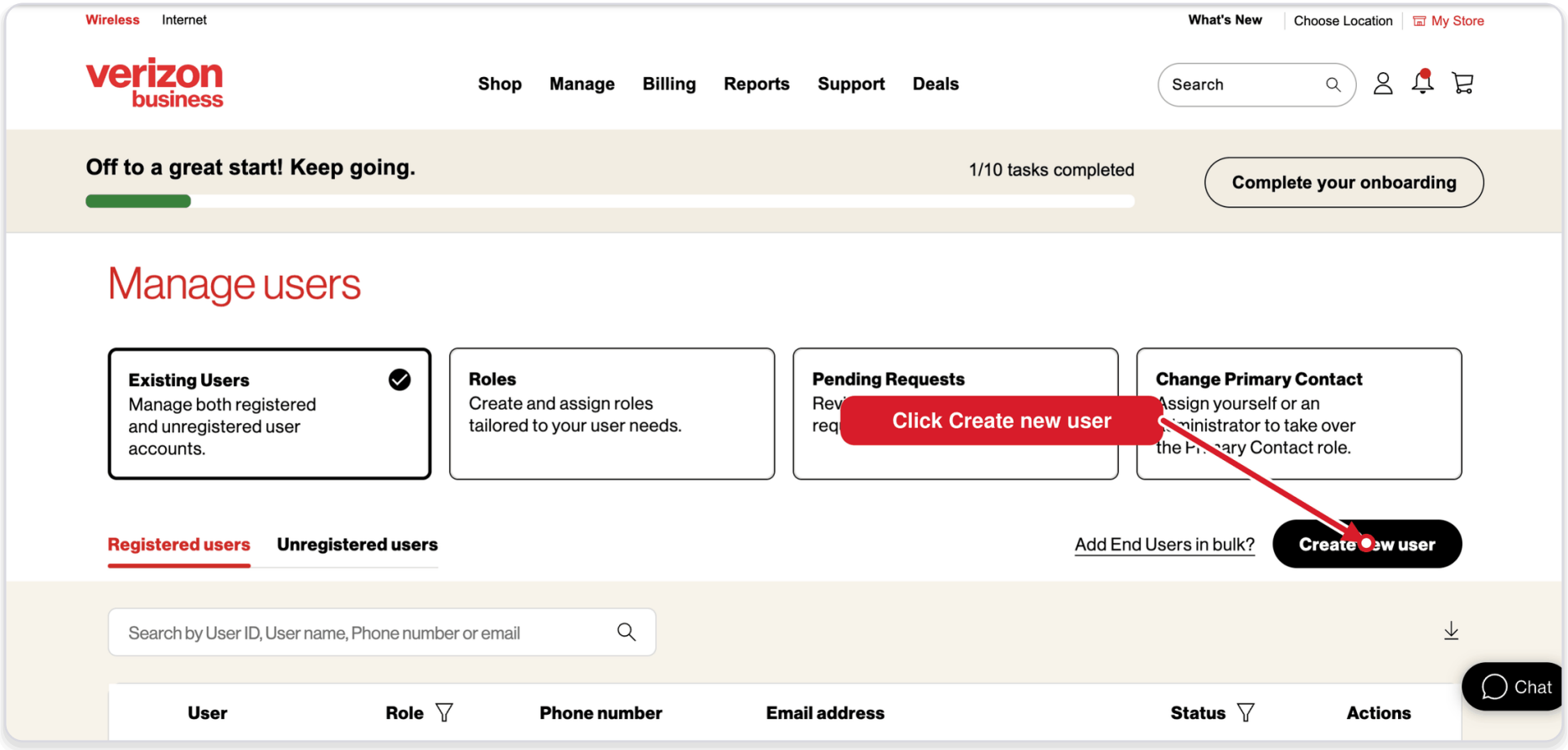
In the **Manage** menu, select **Company**.



3 Select Manage Users

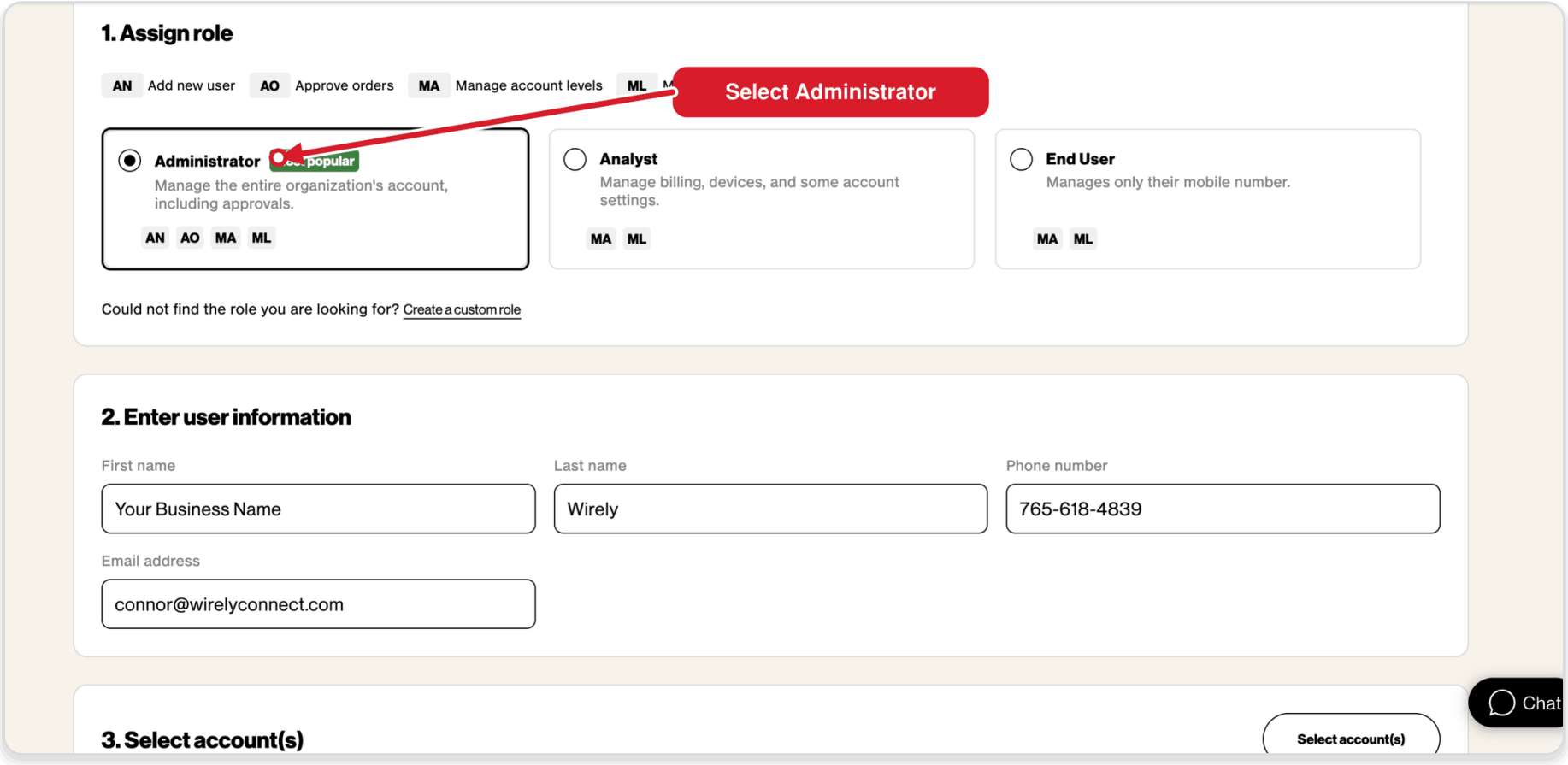
Under **Company**, select **Manage Users**.

> **Don't see it?** Manage Users only appears for administrators. Your Verizon account manager can give you access.



4 Create a new user

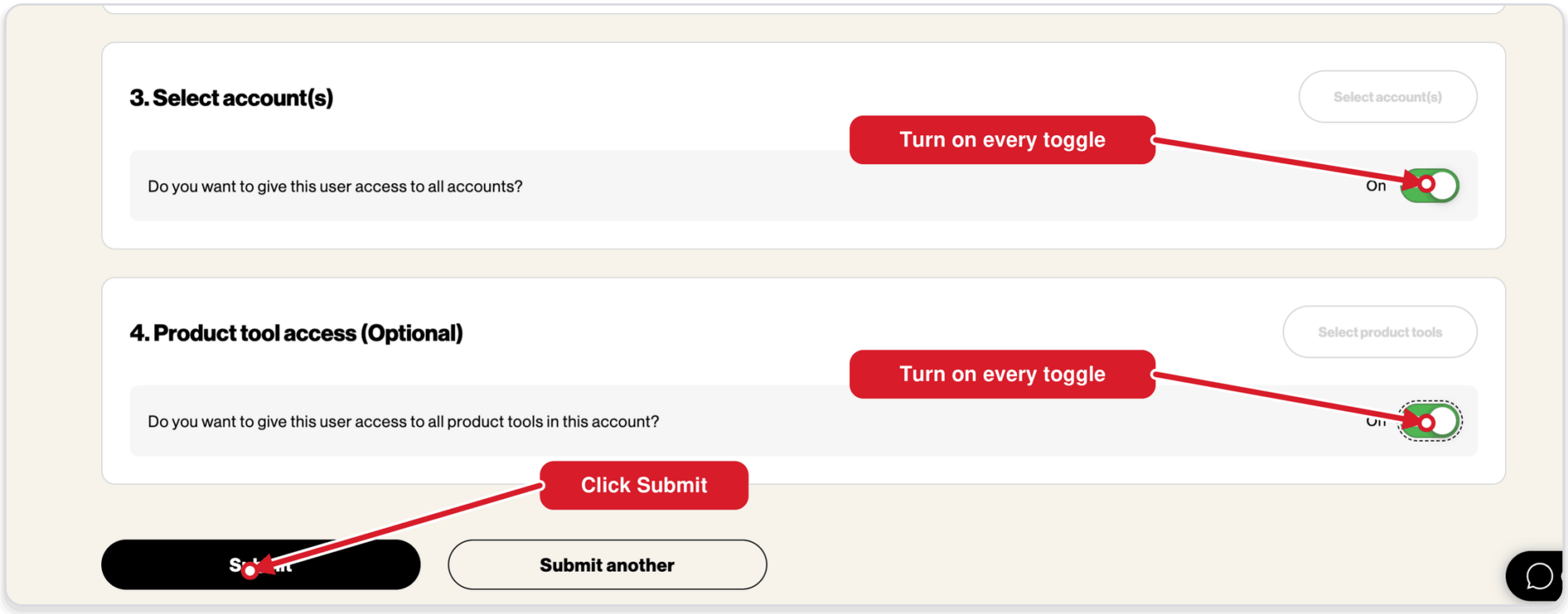
On the **Manage users** page, select **Create new user**.



5 Choose Administrator and enter our details

Select **Administrator**. Then enter First name: **your business name**, Last name: **Wirely**, Phone: **765-618-4839**, Email: **connor@wirelyconnect.com**.

> **Tip:** Type your real business name in the First name field, not the words “Your Business Name.”



6 Turn on access and submit

Turn **every** account and product-tool toggle on (green), including any extra toggles on your screen. Then select **Submit**.

> **Why full access?** Administrator access to all accounts lets Wirely Connect set up your One Talk call flow. Only a person authorized by your business should grant it.

ALL DONE

You’re set. Here’s what happens next.

1

Reply to your welcome email

Let us know you’ve added Wirely Connect. A quick “done” is perfect.

2

We confirm access

We check that the Wirely user shows up on your account. You don’t need to do anything else.

3

Book your setup call

We’ll email you a link to pick a time for your One Talk setup session.

Keep your account safe. Wirely Connect will never ask for your Verizon password, account PIN or one-time codes by email, text or phone. If anyone asks for them, don’t share them, and let us know through wirelyconnect.com/support.

Need a hand?

Reply to your welcome email, email **support@wirelyconnect.com**, call or text **440-444-3434**, or use **wirelyconnect.com/support**. Can’t sign in to My Business? Your Verizon account manager can help, since we can’t reset Verizon logins.