Enterprise Portal Registration & pre-login Functionalities
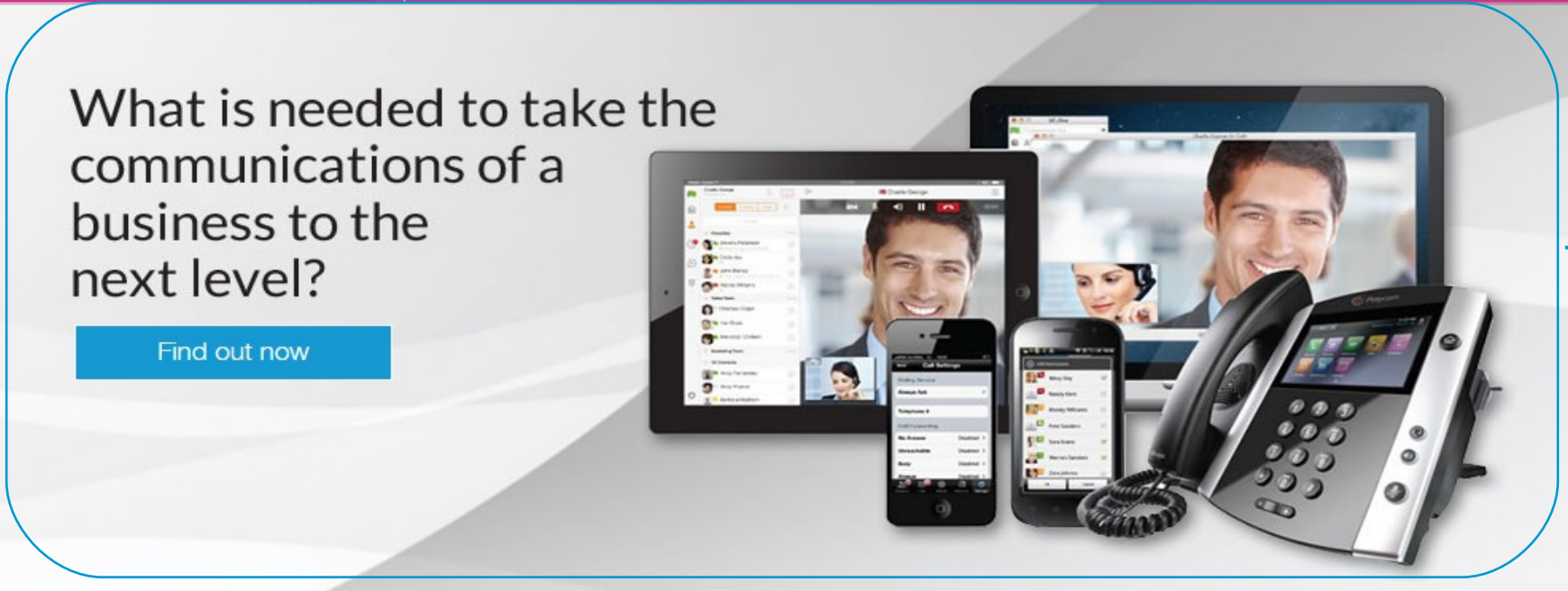
Enterprise Portal Functionalities

Access to Customer Portal Login/ Registration

Top Navigation

Rotating Banner Info

Admin Super User Registration

- Customers can do self registration on Customer Portal.

- They should be knowing their Customer Reference Number (CRN).

- After entering CRN, they have to fill details in Portal like Username, Name, Surname & Mobile Number.

- Customer's Email Address which has been provided during first interaction with Liquid Telecom will be auto populated from system.

- After creation of Admin Super User, a registration link will be sent to Email address mentioned in form.

- Customers are required to follow the instructions mentioned in the mail to complete Registration Process for Admin Super User.

Admin Super User Registration

➢ User visits Enterprise Website (https://www.liquidtelecom.co.za/) and clicks on My Account → Enterprise Registration link and enters Company Reference Number.

Admin Super User Registration

➢ User enters Company Reference Number and clicks on "Submit".

Please ensure all fields are completed.

Please enter your Customer Reference Number:

Customer Reference Number: GSM00000070

Submit

Your Customer Reference Number (CRN) can be found on your Invoice.

Admin Super User Registration

- User enters Username and press "Check Availability" option to confirm that entered Username is available for registration.

Admin Super User Registration

➢ User fills mandatory details and clicks Next button.

Admin Super User Registration

➢ On submission, user will get Email notification of Activation link.

Thank You for Registering

You have successfully registered an Admin Super User for GSM00000070.
An activation link has been sent to the user.

~ The Liquid Telecom Team
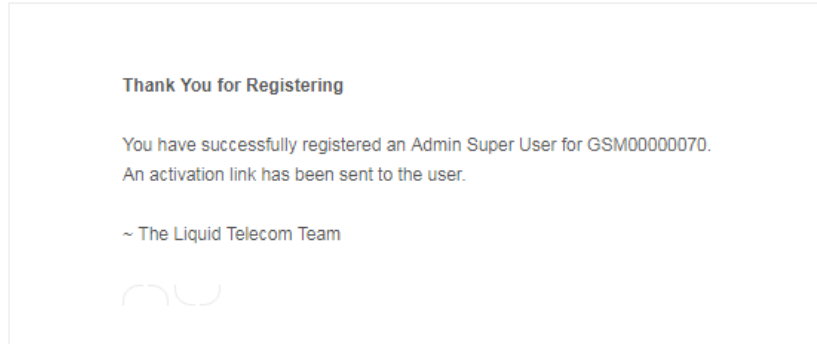
Dear Kapil,

Please click on the below link to activate your account.
Activation Link

For any queries/information, please call us on 080 1111 636 (South Africa Only)
Direct: + (27 11) 585 0652.
Assuring best of our services at all times.

Regards,

~ The Liquid Telecom Team

Admin Super User Registration

➢ User needs to click the link provided in e-mail and set Password and Security Questions.

Admin Super User Registration

➢ On successful submission of Password and Security Questions-answers, user can login to Portal.

Congratulations!!!

Password is created successfully. Now you can **login** using your new password.

~ **The Neotel Team**

Enterprise User Creation

➢ Prerequisite : Admin Super User must be created for Customer Reference Number.
  ➢User visits Website (https://www.liquidtelecom.co.za/) and clicks on My Account → Enterprise Registration   link and enters Company Reference Number.

Enterprise User Creation

➤ User Enters Company Reference Number and clicks on "Submit".

Please ensure all fields are completed.

Please enter your Customer Reference Number:

Customer Reference Number: GSM00000070

Submit

Your Customer Reference Number (CRN) can be found on your Invoice.

Enterprise User Creation

➤ User fills mandatory details and clicks Next button.

Please ensure all fields are completed.

Please fill in your details below:

Username: RushiDaxini

Check Availability ⓘ

Name: Rushi

Surname: Daxini

Email: Rushikumar.Daxini@liquidtel

Mobile Number: + 27 - 8298765432

(eg: 27)   (eg: 821234567)

Customer Reference Number: GSM00000070

Next

Enterprise User Creation

➢ On Next page user selects his profile role and sets answers for security questions.

Please fill in your details below:

Account Numbers	Super User	Billing User	Provisioning User	Assurance User
Select/Deselect All	☐	☐	☐	☐
C000029783	☐	☐	☐	☐
C000036533	☑	☐	☐	☐
C000038052	☐	☐	☐	☐
C000040335	☐	☐	☐	☐
C000054487	☐	☐	☐	☐
E000002173	☐	☐	☐	☐
E000002197	☐	☐	☐	☐
E000002994	☐	☐	☐	☐

Security Questions

Question 1	Please Select ▼	
Question 2	Please Select ▼	
Question 3	Please Select ▼	

Back   Submit

Enterprise User Creation

➢ On submission, request will be sent to Super Admin for approval.

Thank You for Registering

Hi **Swathi,**

Your request has been successfully sent to your Super Admin User for approval.
Super Admin User details:
(**User Name:** PAdmin
Email: Kapil.Badlani@liquidtelecom.co.za)

Please contact your Super Admin user to get your registration request approved. Once your
request is approved; you will receive activation link to activate your account.

~ The Liquid Telecom Team

Enterprise User Creation

> Mail Notification to User after Super Admin approves the request.

Dear Kapil,

A new user request for user name 'LAdmin' (email :
Swathi.Pantula@liquidtelecom.co.za) is pending for your approval. Please login to
your account to approve them.

Please refer to the attached document to approve the user request.

For any queries/information, please call us on 080 1111 636 (South Africa Only)
Direct: + (27 11) 585 0652.

Assuring best of our services at all times.

Regards,

~ The Liquid Telecom Team

Enterprise User Creation

➢ Super Admin gets a mail notification for approving new user request.

➢ Super Admin goes to My Task List under User Management to check user requests and can either approve or reject.

Title	Requested By	Email Address	Account Number	Role Requested	Owner	Claimed Date	Status	Modification Date
☑ Request For Registration	LAdmin	Swathi.Pantula@liquidtelecom.co.za	C000036533	Super user			Open	2017-07-12

Enterprise User Creation

➤ Once claimed Super Admin can approve or reject.

Username	: LAdmin
Name	: Swathi
Surname	: Pantula
Email	: Swathi.Pantula@liquidtelecom.co.za
Telephone Number	:
Country Code-Mobile	: 279876543210
Fax Number	:
Customer Reference Number	: GSM00000070
Account number	: C000036533
User Role	: Super user

Approve Reject Unclaim Back

Enterprise User Creation

➢ Once Super Admin approves the task, successful message will be displayed on the screen.

Enterprise User Creation

➢ User needs to click
the link provided in mail
and sets password.

Create Password

*Mandatory Fields

Username	LAdmin
Password *	
Confirm Password *	

Submit

➢ Once password is
set by user, they can login into the Portal.

Congratulations!!!

Your account will be activated in 30 minutes.
You can login using your new password by clicking on My
Account on top menu of the page.

~ The Liquid Telecom Team

Enterprise User Login

➢ For login to Portal, user opens website (https://www.liquidtelecom.co.za/) and clicks on My Account →
Login link and enters Username and Password.