MTS
MyAccount
for Business User Guide
How to register for MyAccount for Business:

MTS MyAccount for Business lets you manage your MTS wireless accounts and services online with a single username and password. Follow the steps outlined below in order to set up MyAccount for your business.

Step 1:
Before we start, you will need a security code in order to access and link your wireless billing account(s) to your MyAccount business profile.

To receive your code, simply contact MTS at 204-225-4249. In order to receive this information you are required to be an authorized contact on your account.

Step 2:
Open your web browser of choice and go to mts.ca/myaccountforbusiness. Select Sign Up to start creating your business profile.
How to register for MyAccount for Business:

You will be required to create a user name (default will be your corporate/work email address) & password (password is case sensitive and must be 7-30 characters and include a number).

Select Sign up once you have completed filling in your profile.

Step 3:
Now you are ready to register your business account(s) to your business profile that you have created.

Enter one of your wireless billing account numbers and the security code provided to you from step 1.

You can find your billing account number(s) on one of your paper bills in the top right hand corner. Your billing account number is a seven digit number, entering the number exactly as shown, including any zeros.
How to register for **MyAccount** for Business:

**Click Register**

If entered properly, you will receive confirmation message that you have successfully registered for MyAccount.
How to register for MyAccount for Business:

If you entered your security code or account number incorrectly you will receive an error message identifying which piece is incorrect.

You will also receive a confirmation email to the address you registered with. This email will reference the account number that you used to register. All of your accounts will be registered for MyAccount at this time, including inactive accounts.

Step 4:
Now that you have successfully registered, you will be able to log in and view your wireless accounts, bills, and services.

- Wireless accounts and services are viewable within about 15 minutes
- Wireless bill history will be available as soon as your accounts are registered to your profile.
- Current wireless bills will be loaded into MyAccount for Business within 7 days after your bill date.
Now you are ready to view your wireless services online.

If at any time you need to change your Username, Password or Security Question, follow these steps:

1. Login to MyAccount for Business
2. Click the Profile tab
3. Update any of the following fields
   - First/Last Name
   - Email Address – type the new email address in the Email Address and Confirm Email Address fields.
   - Username – can be an email address
   - Password – type new password in the Password and Re-enter Password field
   - Security Question and Security Answer
4. Click Submit
To view your wireless account(s):

Select the MyAccount tab. This tab includes an overview of all your billing accounts. This page will be the default page every time you login.

If you have more than one business registered you can select the business name from the dropdown box and click switch. Your business name(s) will appear alphabetically and will default to the first in the list. Billing accounts that are associated to the business name that is selected will be displayed.

By clicking the up/down arrows, the list will be sorted; first ascending (first click), then descending (second click).
Each page will show a maximum of 15 billing accounts; page selection is available at the bottom of the page when you have more than 15 billing accounts.

**Clickable fields available on this page:**

- **Account Number** - opens the Wireless Overview page under the Services tab.
- **View bill** - takes you to the Billing tab for the selected Billing Account.
- **Show inactive accounts/Hide inactive accounts** - allows you to see only active accounts or all active and inactive accounts. Inactive account numbers are not clickable.
- **Show Notifications** - The default is to Show Notifications, however one simple click and you can hide notifications until you want to see them.
To view your wireless services:

From the default MyAccount tab, click on the billing account you want to see detailed services for.

Wireless telephone numbers associated to the billing account selected are displayed here, as well as the device model, wireless plan name, contract expiry date, user name and the device name associated to the unit.
To view your wireless services:

Clicking on a wireless telephone number will provide a Wireless overview associated to that telephone number as follows:

- Device Type (the device displayed is the device the Hardware contract was signed for)
- Plan Name & Plan Price
- Optional Features you signed up for

To get full details on any of these items, you can either select the bubble icon in blue or you can use the menu bar at the top.
To view your wireless services:

Device Details provides all the specifications about your device as well as the Device ID.
To view your wireless services:

Plan Details provides details regarding the plan you have selected for your wireless device and any associated charges for that plan.
To view your wireless services:

Optional Features provides information about the additional features you have selected for your plan.
To view your wireless Billing:

From the default MyAccount tab, select the account number you wish to view billing details for. Click the Billing tab or click the View bill link on that line item.
To view your wireless Billing:

The Billing Summary will display your most current invoice and can be found in two places:

- Under Bill Summary in the middle of the page
- Under the Account name on the top right the screen

Click View PDF Bill to view or print your bill or you can click on Print My Bill. Once the PDF of your bill has opened you can either save it to your computer or print.
To view your wireless Billing:

Your Billing History will be displayed on the bottom of the Bill Summary page and all invoices starting at January 15, 2016 will be available here.

Each page will display 8 invoices; in order to see more you can click the “Next” button.