

OpsMerchant Account Provisioning Functionality

New Account or Update Account requests from companies (PMCs) are displayed as 'Messages' in the OpsMerchant Dashboard as shown below:

OpsMerchant

Home | Orders | Invoices | Bids | Products | Customers | Reports | My Documents | Messages

MESSAGES

▼ Show Options

Request Type	Date ▼	Customer	Requestor	Status	
New Account	02/24/11	Avalon Bay	John Doe	Open	close
New Account	02/24/11	Equity	David Smith	Open	close

On click of a New Account message from a company, the supplier will be taken to the Account Provisioning screen shown below.

OpsMerchant Account & Settings | Help | Logout

Home | Orders | Invoices | Bids | Products | **Customers** | Reports | My Documents | Messages

New requests | Current accounts

New accounts

Company Filter: All New Account/Update Account requests from a company

Company: Avalon Bay

Ability to Provision or Reject ALL New/Update Account Requests

Ability to download ALL New/Update Account Requests

Click 'Reject' checkbox to reject New/Update account request for an account

Company	Account [Property Code] ▲	Phone	Account #	Sub Account #	Status		Reject <input type="checkbox"/>
Avalon Bay	Avalon at Ballston - Washington Towers [VA004] 4650 North Washington Blvd Arlington, VA 22201	(703) 527-4409	AVBBallston1		Inactive	Send Email	More Info <input type="checkbox"/>
Avalon Bay	Avalon at Foxhall [DC001] 4100 Massachusetts Ave N.W. Washington, DC 20016	(202) 364-7000	AVBFoxhall1 AVBFoxhall2		Inactive	Send Email	More Info <input type="checkbox"/>
Avalon Bay	Avalon at Providence Park [VA012] 10608-E Kitty Pozer Drive Fairfax, VA 22030	(703) 691-1097	AVBProvidence1		Inactive	Send Email	More Info <input type="checkbox"/>

Current Account# displayed in "Grayed out" format for an update account request

Ability to send email to account

Click 'Save' after Provisioning/Rejecting Account Requests

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Home Orders Invoices Bids Products Customers Reports My Documents Messages

New requests • Current accounts

New accounts

▼ Show Options

Download Accounts Upload Accounts

On click of More Info - Additional Information regarding New/Update Account request

Click this checkbox to Reject ALL New/Update account requests

Company	Account [Property Code]▲	Phone	Account #	Status	Reject
Avalon Bay	Avalon at Ballston - Washington Towers [VA004] 4650 North Washington Blvd Arlington, VA 22201	(703) 527-4409		Active	<input type="checkbox"/>
Avalon Bay	Avalon at Foxhill [DC001] 4100 Massachusetts Ave N.W. Washington, DC 20016	(202) 364-7000		Active	<input type="checkbox"/>
Avalon Bay	Avalon at Providence Park [VA012] 10608-E Kitty Pozer Drive Fairfax, VA 22030	(703) 691-1097		Active	<input type="checkbox"/>

Save

Company: Avalon Bay

Physical Address: 4650 North Washington Blvd
Arlington, VA, 22201

Last Requested By: Avalon2 Bay2
[rochak.neupane@realpage.com]

Date: Feb 24 2011 8:00PM

Account [Property Code]: Avalon at Ballston - Washington Towers [VA004]

Shipping Address: 2435 Houston street
Arlington, VA, 222 23

Billing Address: 344 Post street
Arlington, VA, 222 45

Customer Notes

Same as Physical Address shown in More Info pop-up

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The 'New Requests' screen above contains a list of new account requests or update account requests from that particular company.

The supplier can perform the following actions on this screen:

Provision Account# for a New Account or Update Account request.

Provision Account numbers for New Account Request/Update Account requests

- The Supplier can review each request and provide an Account#.
- For Update Account Requests, the corresponding current account# is displayed on the screen in a "grayed out" format under the Account# and Sub Account# fields for each account request as applicable.
- The "Send Email" link provides an option to send an email to the requestor of the Account.
- The 'More Info' link provides additional information about the account being requested.
- After reviewing all requests for that company, the supplier can save information entered by clicking the 'Save' button.