Enhanced security feature for Premier customers

Email Domain Validation in Premier

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Help secure Premier online access

Enterprise business customers can enhance their Premier security with the new Email Domain Validation feature.

- The Email Domain Validation security feature can help secure login access.
- The authorized domains listed on your account will be used for validation.
- The validation will occur when a company is opted-in to the program and a user or company administrator performs one of the following tasks, as applicable.
 - Create a new online administrator profile.
 - Change an email address for an online profile or wireless billing account.
 - Reassign wireless number to new billing or foundation account number.
 - Wireless end-user registration.
 - Request one-time shop access for end users. (Coming soon to Premier.)

- If an email address doesn't pass validation, the user will get a message, "The email domain must match one of the domains on file for this organization".
- When the company is enabled with this feature, users with one of the following authorized roles can manage email domains in Premier.
 - Day to Day Contact
 - Decision Maker
 - Telecom Manager
- To be able to manage email domains, the authorized users must also be granted permission by the Telecom Manager (TCM) for **Manage Email Domains** (set to allow by default).



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Easily manage email domains

Authorized Telecom Managers can manage the email domains for their foundation accounts in Premier.

To get started:

- On the Premier homepage, under Settings, click Manage Email Domains. The Manage Email Domains page appears.
- 2. Select a foundation account number.
- 3. Select one of the following actions.
 - Add new email domains
 - <u>Update existing email domains</u> to view or remove email domains
- 4. Click Continue.

Select to add new email domains or remove existing domains.

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Images provided in this presentation are for illustrative purposes only.



Add new email domains

Authorized Telecom Managers can add email domains to their foundation account at any time.

To add email domains:

- On the Premier homepage, under Settings, click Manage Email Domains. The Manage Email Domains page appears (page 3).
- 2. Select a foundation account number (page 3).
- 3. Click **Add new email domains**, and then click **Continue** (page 3).
- 4. Enter the email domains that you want to add, and then click **Continue**.
- 5. The Verify Email Domains page appears. If the information is correct, click **Submit** (not shown).

Note: It can take up to 72 hours to add a new domain to the Premier site.

	Foundation Account Nu	ımber > M	anage Email Doma	ains > Verify > Confirm						
	Manage Em	ail D	omains							
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Remove existing email domains

Authorized Telecom Managers can remove the domains in the list, as needed.

To remove email domains:

- On the Premier homepage, under Settings, click Manage Email Domains. The Manage Email Domains page appears (page 3).
- 2. Select a foundation account number (page 3).
- 3. Click **Update existing email domains**, and then click **Continue** (page 3).
- 4. Click the **Remove** button to remove the email domains as needed, and then click **Continue**.
- 5. The Verify Email Domains page appears. If the information is correct, click **Submit** (not shown).

Important:

- Do not remove an email domain associated with a Day to Day Contact, Decision Maker, or Telecom Manager contact role listed on your account.
- Deleting all email domains will cause an error and the request will not be processed.

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More information

- To opt-in and add Email Domain Validation to a Premier site, customers can:
 - Contact their account representative or service manager to set up Email Domain Validation for them.
- When adding email domains, company administrators must only add company domains. A public Internet Service Provider (ISP) email domain, such as @gmail.com, should not be added.
- Email Domain Validation is not available to FirstNet (Primary, Extended, Subscriber Paid), Non-Contracted Small Business (SBNC/SBPL), BVoIP, Voice DNA and IP Flex customers.
- Contracted Small Business customers that manage their accounts in Premier can contact their account representative or service manager and request to add Email Domain Validation to their Premier site.





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