

BellMTS

MyAccount

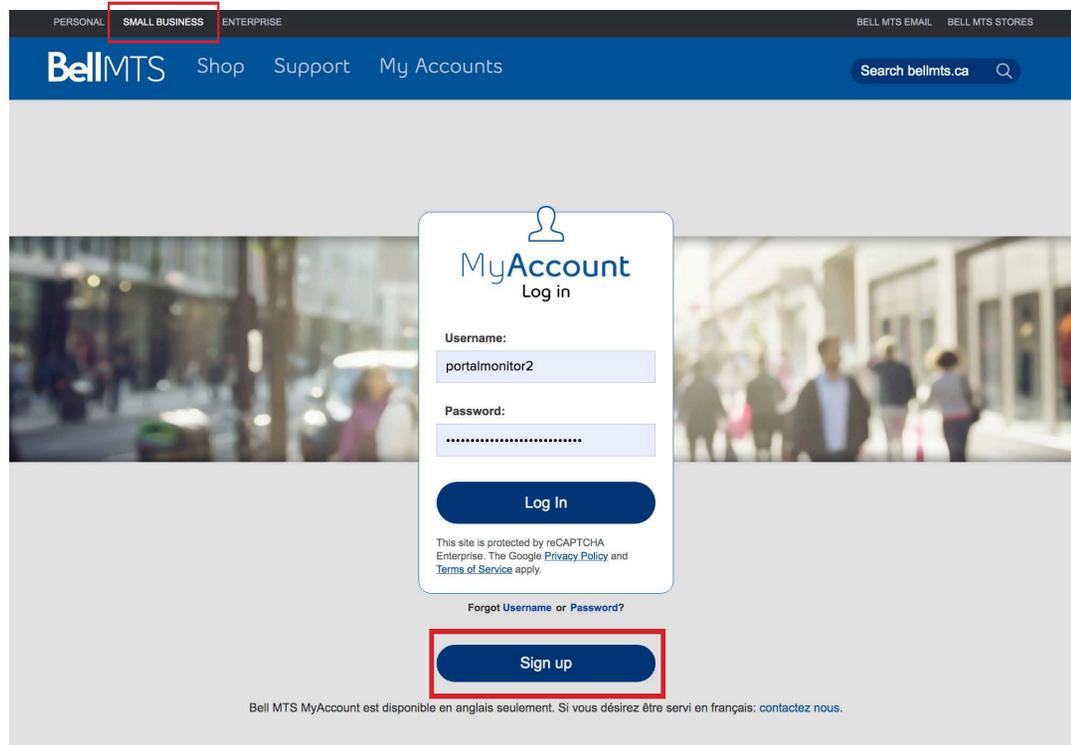
for Business User Guide

What is MyAccount for Business?

Businesses that are already registered can continue to log into MyAccount to view and download historical Bell MTS Wireless bills (as pdfs), from January 15, 2016 to March 2023 (as applicable).

To view current information about your Bell Mobility service online, you will need to [register for a MyBell account](#).

Businesses registering for MyAccount for VoIP 911 address management can follow the registration steps outlined in this document.



How to register for MyAccount for Business:

Follow the steps outlined below in order to set up MyAccount for your business VoIP needs.

Step 1:

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

To receive your code, simply contact Bell 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 bellmts.ca/myaccountforbusiness. Make sure **Small Business** is selected in the top black nav bar. Select Sign up to start creating your business profile.

Create Your Profile

All fields are required.

First Name:

Last Name:

Email Address:

Re-enter Email Address:

Username:

Must be at least three characters without spaces. Can contain (.), (), () or (@).

Password:

Is case sensitive. Must be 7-30 characters and include a number.

Re-enter Password:

Security Question:

Security Answer:

Minimum of 3 characters and no spaces.

I agree to the [Terms and Conditions](#)
Your transaction with MTS is secure. View our [Privacy Code](#)



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.

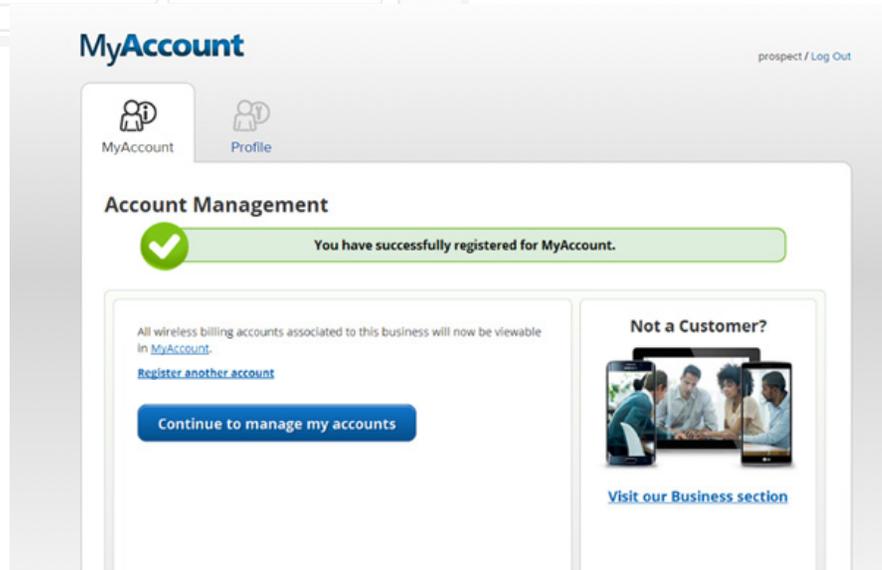
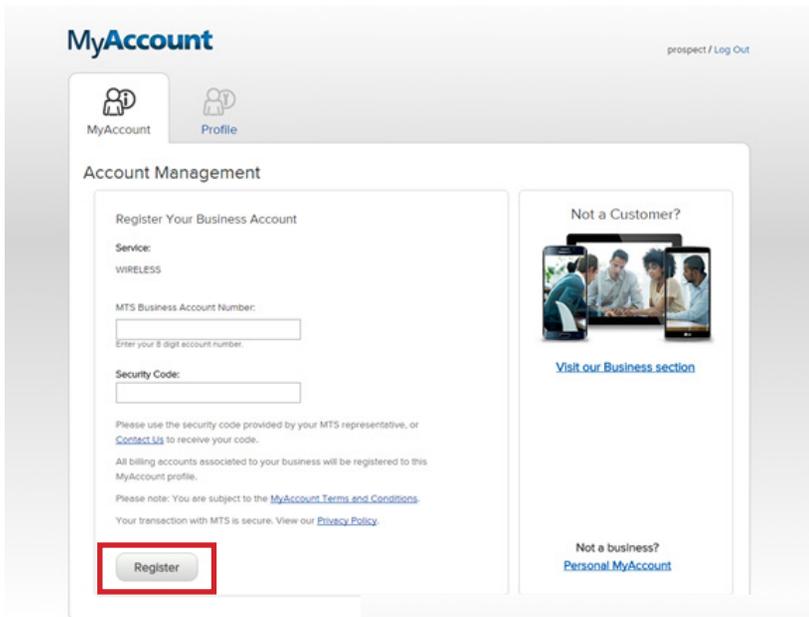
Enter one of your billing account numbers and the security code provided to you from step 1.

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:

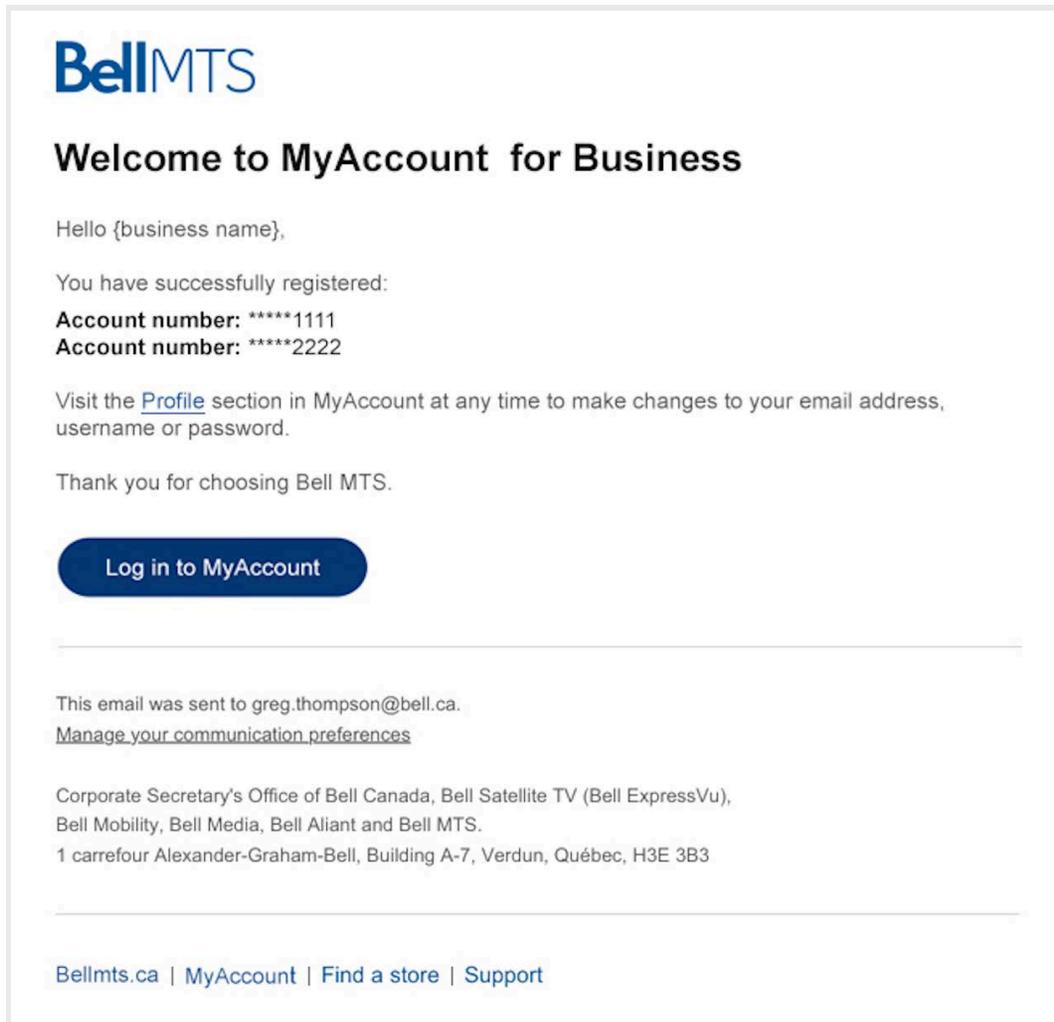
If you entered your security code or account number incorrectly you will receive an error message identifying which piece is incorrect.

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:

Following registration, you will be required to re-log in to obtain access to the 9-1-1 Address Management tab.

The screenshot shows the MyAccount for Business registration interface. At the top, there are tabs for 'MyAccount' and 'Profile'. Below this is the 'Account Management' section, which contains a red error banner with a white 'X' icon and the text 'An error has occurred.' The main content area is split into two columns. The left column is titled 'Register Your Business Account' and contains the following text: 'Or continue to [Manage my accounts](#)', 'Service: WIRELESS', 'MTS Business Account Number:', and two input fields. The first input field has a red 'X' icon and the text 'Your account number or security code does not match our records. Try again or [Contact Us](#).' Below it is a text box with the placeholder 'Enter your 8 digit account number.' The second input field also has a red 'X' icon and the same error message. Below the second input field is the text: 'Please use the security code provided by your MTS representative, or [Contact Us](#) to receive your code.' Further down, it says 'All billing accounts associated to your business will be registered to this MyAccount profile.' and 'Please note: You are subject to the [MyAccount Terms and Conditions](#).' At the bottom of the left column is a 'Register' button. The right column is titled 'Not a Customer?' and features an image of four people in a meeting. Below the image is a link: '[Visit our Business section](#)'. At the bottom of the right column is the text: 'Not a business? [Personal MyAccount](#)'.



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 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 alpha-betically 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).



The screenshot shows the MyAccount for Business interface. At the top, there's a navigation bar with 'MyAccount' and 'Profile' icons. The user is logged in as 'prospect / Log Out'. Below this, there's a section for 'Manage my accounts' with a 'Show Inactive Accounts' link highlighted in red. A search bar is available for finding accounts. A table lists three active business accounts with columns for Account, Name, Billing Address, Invoice Amount, Due Date, and Status. The first account has a 'View bill' link highlighted in red. Below the table, there are links for 'Add another account' and a page indicator '< 1 >'. At the bottom, there's a section for 'Additional online services' with buttons for reporting a lost/stolen cell phone, setting up bank or credit card payments, changing mailing addresses, and requesting a combined mailbox.

Account	Name	Billing Address	Invoice Amount	Due Date	Status
05010101	BUSINESS ACCOUNT 1	191 AV PIONEER, WINNIPEG	\$30.45 View bill	June 27, 2016	Active
05010102	BUSINESS ACCOUNT 2	191 AV PIONEER, WINNIPEG	N/A	N/A	Active
05010103	BUSINESS ACCOUNT 3	191 AV PIONEER, WINNIPEG	\$423.75 View bill	June 27, 2016	Active

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:

- 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 accounts that do not have historical e-bills associated with the account.

To view your historical wireless Billing:

NOTE: This is only available for customers who registered for MyAccount prior to March 2023.

From the default MyAccount tab, find the account number you wish to view billing details for. Click the View bill link on that line item. Historical bills can also be accessed by clicking on the Billing tab.

The screenshot shows the MyAccount for Business interface. At the top, there are tabs for 'MyAccount' and 'Profile'. The current account is 'MTS BUSINESS CUSTOMER 1'. Below this, there is a section titled 'Manage my accounts' with a search bar and a 'Show Inactive Accounts' link. A table lists three business accounts. The first account, '05010101 BUSINESS ACCOUNT 1', has a 'View bill' link highlighted in a red box. Below the table, there are several service buttons for additional online services.

Account	Name	Billing Address	Invoice Amount	Due Date	Status
05010101	BUSINESS ACCOUNT 1	191 AV PIONEER, WINNIPEG	\$30.4 View bill	June 27, 2016	Active
05010102	BUSINESS ACCOUNT 2	191 AV PIONEER, WINNIPEG	N/A	N/A	Active
05010103	BUSINESS ACCOUNT 3	191 AV PIONEER, WINNIPEG	\$423.75 View bill	June 27, 2016	Active

Additional online services:

- Report a Lost or Stolen Cell Phone
- Setup Bank Account Pre-Authorized Payments
- Change Mailing Address
- Setup Credit Card Pre-Authorized Payments
- Change My Pick5 Long Distance Numbers
- Change My Pick5 Numbers
- Request a Combined Mailbox



MyAccount prospect / Log Out

Account: MTS BUSINESS CUSTOMER 1 Switch

Bill Summary
Account name: BUSINESS ACCOUNT 1
Account number: 05010101
Invoice Date: June 08, 2016
Invoice Amount: \$423.75
Due By: June 27, 2016
Note: Amount owing does not include adjustments or unbilled charges since your last invoice.

Sign up or Change Credit Card Pre-Authorized Payments
Sign up or Change Financial Institution Pre-Authorized Payments

View PDF Bill Print My Bill

Bill History Displaying 1-8 of 25 Back Next

Bill Date	Amount	
May 20, 2016	\$164.36	View Bill (PDF)
Apr 20, 2016	\$145.71	View Bill (PDF)
Mar 21, 2016	\$249.04	View Bill (PDF)
Feb 22, 2016	\$329.69	View Bill (PDF)
Jan 20, 2016	\$408.88	View Bill (PDF)
Dec 21, 2015	\$179.20	View Bill (PDF)
Nov 20, 2015	\$207.30	View Bill (PDF)
Oct 20, 2015	\$449.39	View Bill (PDF)

Billing Support View all Billing Support

- Bill Payment Options
- How to Read My Bill
- MTS Online Bill

Free Internet access at MTS Wi-Fi Hotspots
Free for MTS High Speed Internet and Wireless customers. Conditions apply.

To view your historical wireless Billing:

The Billing Summary under the Billing tab will display your last Bell MTS Wireless 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 historical wireless Billing:

Your Billing History will be displayed on the bottom of the Bill Summary page and all invoices will be available here.

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

The screenshot shows the MyAccount for Business interface. At the top, there are navigation tabs for MyAccount, Services, Billing (selected), and Profile. The user is logged in as 'prospect / Log Out'. The account is identified as 'MTS BUSINESS CUSTOMER 1'. The main content area is divided into two columns. The left column contains a 'Billing Overview' section with a 'Bill Summary' for the current month (June 17, 2016). The summary includes account details, invoice date, amount (\$423.75), and due date. Below this is a 'Bill History' table showing the last 8 bills. The right column contains a 'Bill Summary as of June 17, 2016' section with links for payment options and a 'View PDF Bill' button. At the bottom, there is a 'Billing Support' section with links for payment options and how to read the bill.

Bill Summary

Account name: BUSINESS ACCOUNT 1
Account number: 05010101
Invoice Date: June 08, 2016
Invoice Amount: \$423.75
Due By: June 27, 2016

Note: Amount owing does not include adjustments or unbilled charges since your last invoice.

[Sign up or Change Credit Card Pre-Authorized Payments](#)
[Sign up or Change Financial Institution Pre-Authorized Payments](#)

[View PDF Bill](#) [Print My Bill](#)

Bill History (Displaying 1-8 of 25) [Back](#) [Next](#)

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Billing Support [View all Billing Support](#)

- [Bill Payment Options](#)
- [How to Read My Bill](#)
- [MTS Online Bill](#)