

MY ACCOUNT ▾

- Billing Center
- Reports
- Services
- Orders
- Performance and Security
- Voice Services
- Contacts**
- Hierarchy
- Notes
- Collaboration And Messaging Services
- Cloud Firewall Service Portal

Access the Contacts Page

Contacts

Account
Name: MANEBA
Number: 11111
Type: Stand-Alone
Valued Customer Since: 1/16/2001

Billing Address
34235 LEISURE DR
CUSHING, MN 564435145

Your Account Manager
CSC - 866-468-3472
Email: UScustomerservice@allstream.com

Current Balance **\$0.00**
Your most recent bill \$41.03
Your last posted payment (\$41.03)
Payment Due Date 2/22/2019

Open the Billing Center → **BILLING AND PAYMENTS** ▾

Open menu for View Bill, Setup Automatic Payments, or Manage Paperless Billing ↑

Save Time & Money with Allstream's Auto Pay Service SIGN UP TODAY!

The upper section of the **Contacts** page provides account summary and balance information, quick access to the Billing Center and billing and payment options.

Customer Contacts Add Contact → +

Contact Type	Name	Phone	Email	
Authorized User	Test Tester	4161231234	test@gmail.com	Update Contact → ✎ ✕
Authorized User	Test Tester	4161231234	test@gmail.com	✎ ✕
Billing Contact	Test Tester	4161111234	test@gmail.com	✎ ✕
Billing Notification	Test Tester	4161231234	test@gmail.com	✎ ✕
Alternate	Test Tester	4161231234		✎ ✕
AutoDialer	Test Tester	4161111234	test@gmail.com	✎ ✕
Billing Notification	Test Tester		test@gmail.com	Delete Contact → ✎ ✕

The lower section of the page displays a list of customer contacts, and provides tools for adding, updating, or removing contacts from the portal.

Adding a Contact

Click the **Add Contact** icon to open the **Contact Maintenance** section. Provide the information as needed and click **SAVE**.

Updating a Contact

Click the **Update Contact** icon to open the **Contact Maintenance** section. Make changes as needed and click **SAVE**.

Contact Maintenance

First Name _____

Last Name _____

Phone _____

Email _____

Contact Type
Responsible Party _____

CANCEL SAVE

The Contact Maintenance Page