

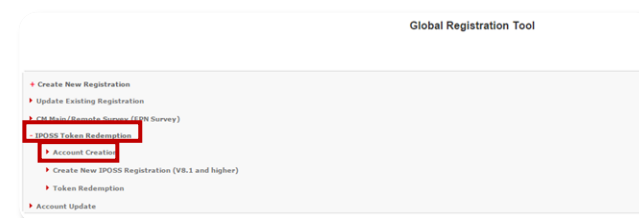


### Account Creation

1. After logging in to GRT, select **IPOSS Token Redemption**, then **Account Creation**

**Note:** Temporary access is granted for a 2 week period. For continued access, a Business Partner must be granted permission from the customer via Electronic Authorization Request, for the location associated to the Sold To/FL. For more information, please visit [support.avaya.com/cat](http://support.avaya.com/cat)

**Note:** In order to complete the Account Creation process for either scenario listed above, the user will need a Token that has not yet been redeemed and will be entered and validated during the process

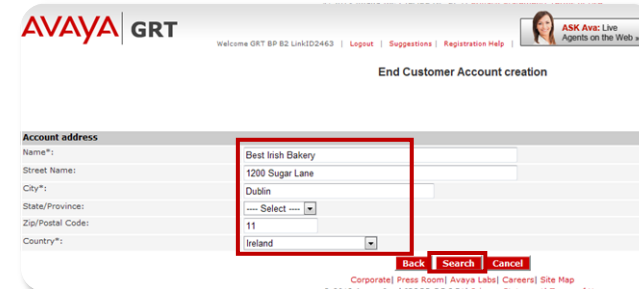


2. Select **Country** from drop down list and click **Next**

**Note:** The BPLinkID will be the used for registration purposes. This is auto populated based on login credentials provided by the user. If the user creating the account **IS NOT** the registration partner, enter the appropriate BPLinkID for the partner that will be performing registration



3. Enter the **Account Address** and select **Search**, which will initiate a search of existing Avaya records



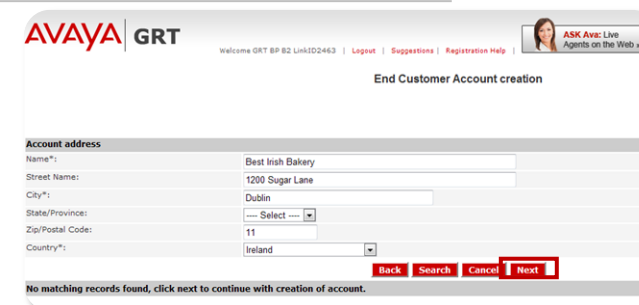
4. If any, the search results will display a list of similar records found, which are color coded and ranked, based on exact or potential match to address entered color coded based. In the case of requesting temporary access to an existing location, select the **desired record** and **Next**

**Note:** In the event duplicate records are returned, contact the local CMD team for assistance:  
EMEA - [emeacmd@avaya.com](mailto:emeacmd@avaya.com)  
Canada - [vitalservice@avaya.com](mailto:vitalservice@avaya.com)

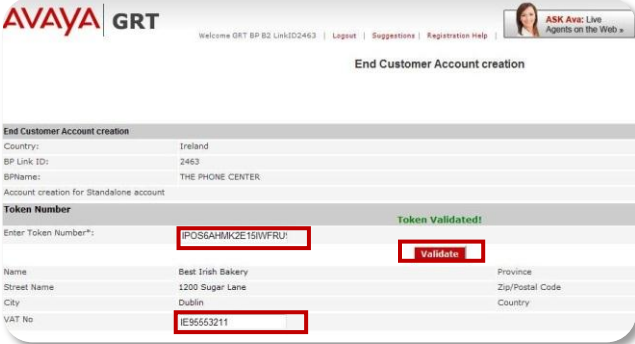

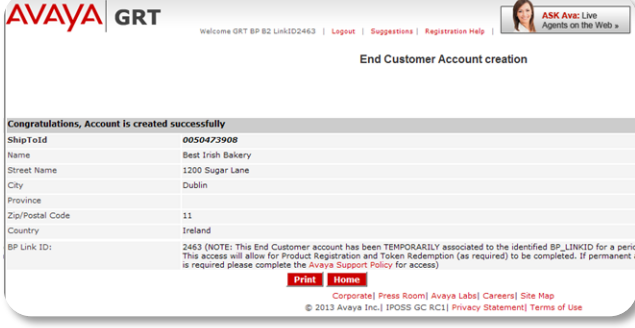


-Or-

5. If creating a new installation address, select **Next**





	<ol style="list-style-type: none"> <li>Enter the <b>Token Number</b></li> <li>If applicable, enter the <b>VAT number</b> (optional for locations in the European Union)</li> <li>Select <b>Validate</b></li> </ol>		
	<ol style="list-style-type: none"> <li>Enter <b>Contact Information</b> for the end customer</li> <li>Select <b>Submit</b></li> </ol>		
<p>After which, the user can register IP Office equipment via the standard Global Registration process</p>	<ol style="list-style-type: none"> <li>Account created successfully screen will be displayed and includes the account number (aka Sold To, Ship To, or Functional Location/FL)</li> </ol>	<p><b>Note:</b> The IP Office equipment registration steps as part of the IPOSS Token process <b>DO NOT</b> differ from the standard registration steps. For information regarding IP Office Equipment, visit <a href="http://support.avaya.com/registration">support.avaya.com/registration</a> or select one of the following links</p> <p><a href="#">GRT 3_0 8.1 and 9 IPOSS Equipment Registration and Remote Connectivity - User Guide</a></p> <p><a href="#">GRT 3_0 IP Office 8_1 and Higher Training without Inventory File - User Guide</a></p> <p><b>Note:</b> The IP Office Equipment Registration steps include Install Base creation and Technical Onboarding. The Technical Onboarding must be complete prior to proceeding with the Token Redemption. Once Technical Onboarding is complete, the assets are available immediately for Token Redemption</p>	

Visit [support.avaya.com/iposstoken](http://support.avaya.com/iposstoken) for additional IP Office Token information