IMO Dealer Set Up - Checklist

Steps 1-2 Dealer Principal Only

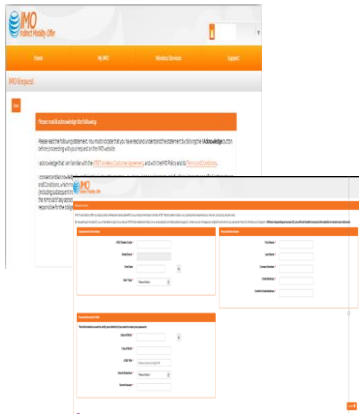
Step 1 Dealer e-Sign
Dealer must read / acknowledge and eSign IMO Amendment (emailed)

Participant Worksheet

Step 2 Participant Worksheet
Blanket or Specific Approval
https://www.cognitoforms.com/ATT9/lcpindirectmobilityparticipationform

To begin registration and enrollment:

- Must use a PC with Internet Explorer or device with I/E. IMO cannot be accessed by Macintosh Computers
- Close all AT&T applications before clicking on the registration or enrollment link(s)
- Verify the wireless account does not have Unified billing. If it does, call **Customer Care at 1-800-331-0500** and have a new account number created for your AT&T wireless account established for your wireless account (remove Unified billing)
- Must have an active AT&T UID
- Must have a **live** AT&T Wireless account with an established BAN

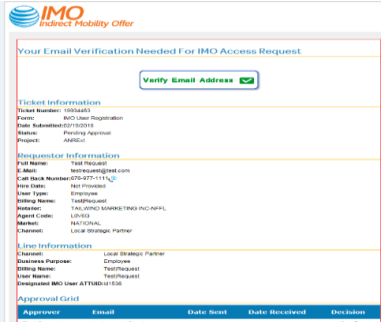


Step 3 IMO Access Request Dealer logs on IMO Registration: https://www.e-access.att.com/couext/external/IMO/accessRequest.cfm and completes:

Employee Information
- Dealer Code
- Retail Store will automatically complete with dealer name
- ATTUID
- Hire Date
- User Type: Employee
  Submit

Personal Information
- First Name
- Last Name
- Contact Number
- Email Address
- Confirm Email Address

Personal Security File
- DOB
- City of Birth
- AT&T Pin (your choice)
- Select secret question
- Answer secret question



Step 4 Email Verification
Dealer will be asked to confirm email address via an email sent from IMO

Upon acknowledgement of a correct email, an email will be generated to the ASM for approval.

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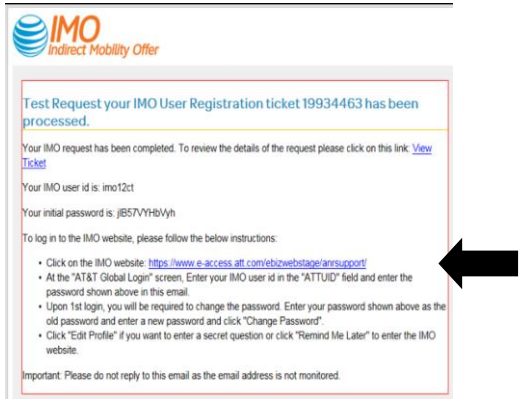


Step 5
After ASM approval, Dealer will receive an email indicating the registration has been processed.

Instructions to enroll are included on the confirmation. Click the hyperlink provided to move to the ENROLLMENT step
https://www.e-access.att.com/ebizweb/anrsupport

Before you enroll you will need to log in and reset your temporary IMO Password

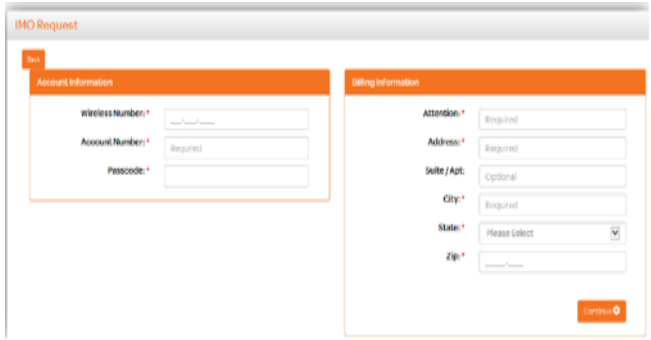
On the Global Log in Screen:
Enter your new IMO ID and IMO Temporary Password.

You will be asked to reset your password to a permanent IMO password

Step 6
On the Home Screen, click on Quick Links – and select Enroll # in IMO

Prior to moving forward, you must read and acknowledge the IMO Terms and Conditions

After reading and agreeing; select the "I acknowledge" button to continue.



Step 7
Complete:

- Wireless Number
- Wireless Account Number
- Wireless Passcode (Pin for AT&T Wireless Account)
- Billing Information

Click: **Continue**
You will receive a tracking number for your Enrollment

- ➢ After first number has been successfully registered, additional lines – up to (5) total can be added.
- ➢ Each line must be registered separately.

From the IMO Home Page:

- Click Wireless Services
- Click Enroll # in IMO
- Add account information for each CTN

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