**T-MOBILE**

**To Set Up Recurring Payments:**

1. To set up credit card payment you will need to call T-Mobile Easy Pay Customer Care Team at 1-800-375-1126.
2. Have the Procurement Card information ready.
3. Provide T-Mobile with the account numbers you would like to have paid on your procurement card monthly.

**To View Invoices:**

1. To view your invoices online, log-onto I-Billing using Internet Explorer: <http://www.tmobile.com/Business/Information.aspx?tp=Bus_Tab_AccountManagement&tsp=Bus_Sub_IBilling>
2. Click on “Log in”
3. Enter your log in name and password
4. Click on “Statements”
5. Under the Account Number dropdown, select the account you want to view
6. Under the Statement dropdown, select the month you want to view
7. Click on “Export” button on the far right
8. Select either PDF, CSV, or XML
9. Click “ok”

**To Add New Lines of Service:**

Cell phone orders shall be placed directly with the vendor via any of the wireless carrier’s websites. Our preferred vendors are AT&T and T-Mobile. Your department head has been given access to the wireless carrier’s website and should be able to grant access to you. Only a University of Washington Procurement Card (UW ProCard) may be used to place any orders for cell phones and cellular service. All of the vendor contact information and website links can be found at the link below.

**http://f2.washington.edu/fm/ps/how-to-buy/procard/buying-with-procard/what-it-can-buy/cell-phones**

When you place your order with the carrier, make sure to provide them with your user name so that the new account can be added to your department’s list. This will ensure that you will be able to make monthly payments and have access to the account’s invoices.

**To Add Administrators:**

You may add additional members to access the T-Mobile website to manage accounts. This can be done Jim Heesacker by phone at 206-356-6849 or e-mail at Jim.Heesacker@T-Mobile.com

You will need to provide the following information:

1. Your department name
2. Your current online user name
3. The name of the person you want to add
4. The e-mail address of the person you want to add

If you experience any difficulty and need help, you may contact UW-IT’s Business & Finance at 206-543-1997.