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MyAccount

for Business User Guide

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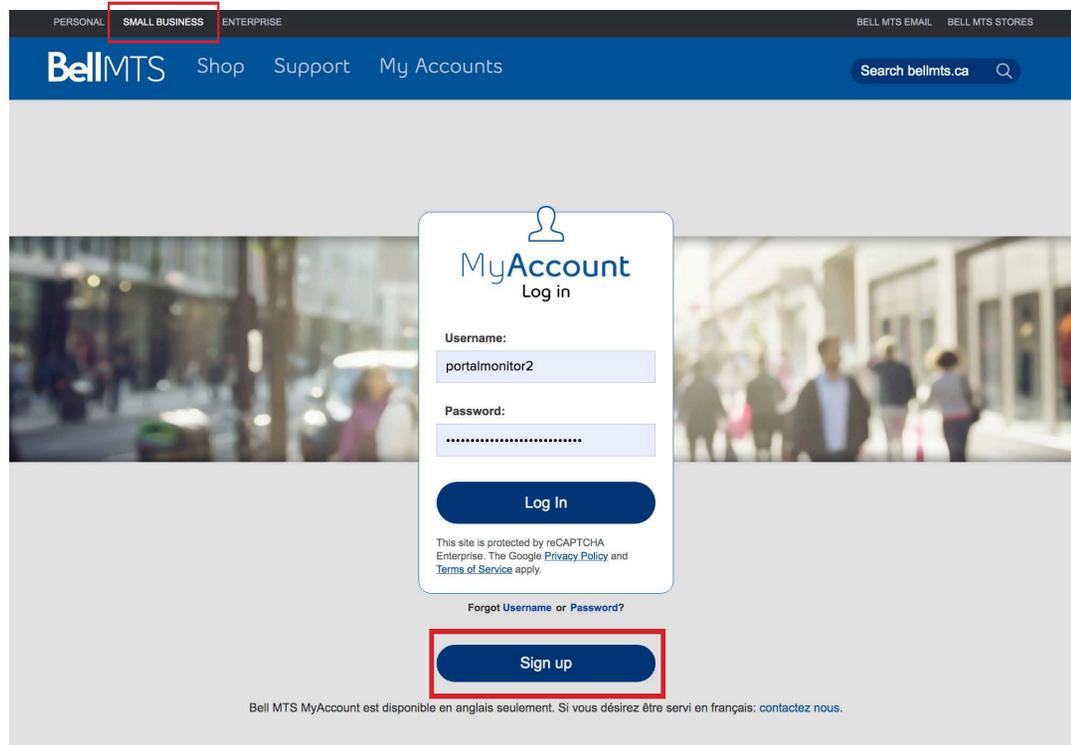
What is **MyAccount** for Business?

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.

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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.

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How to register for
MyAccount for Business:

Click Register

If entered properly, you will receive confirmation message that you have successfully registered for MyAccount.

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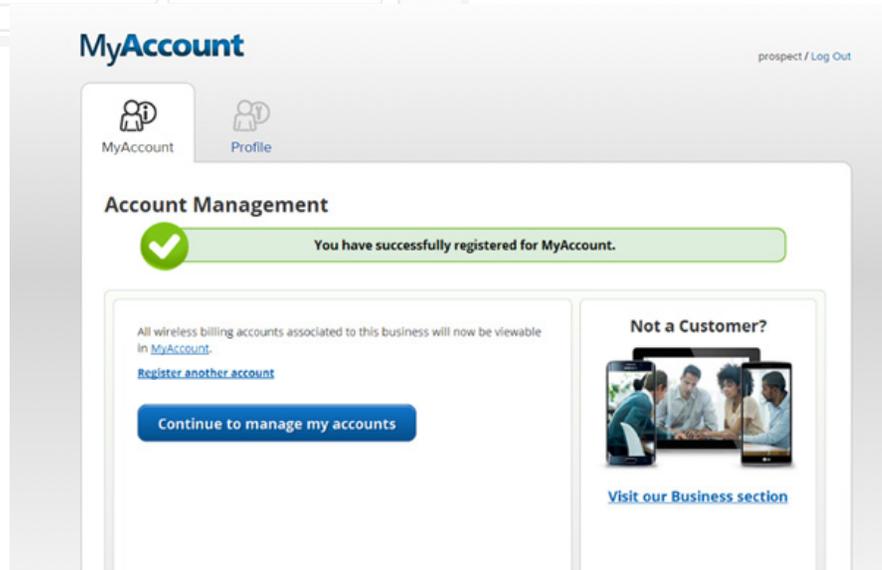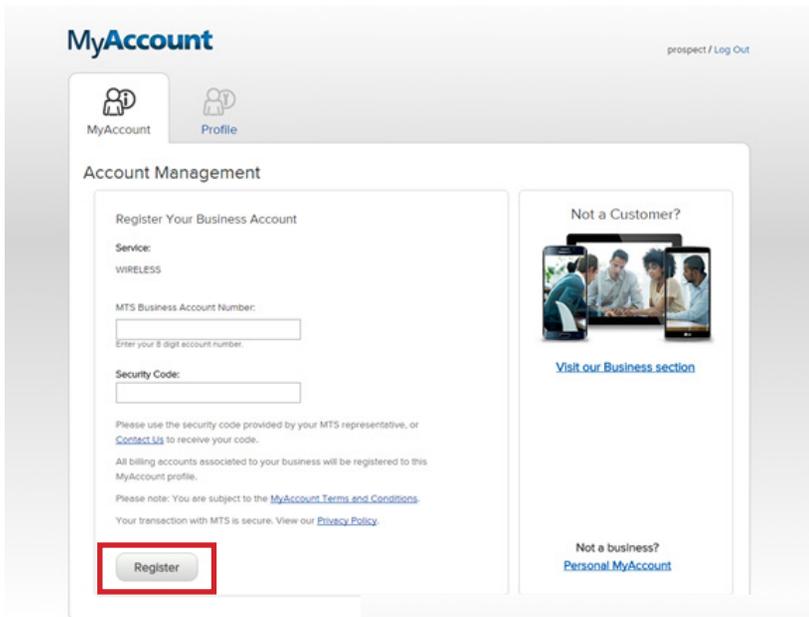
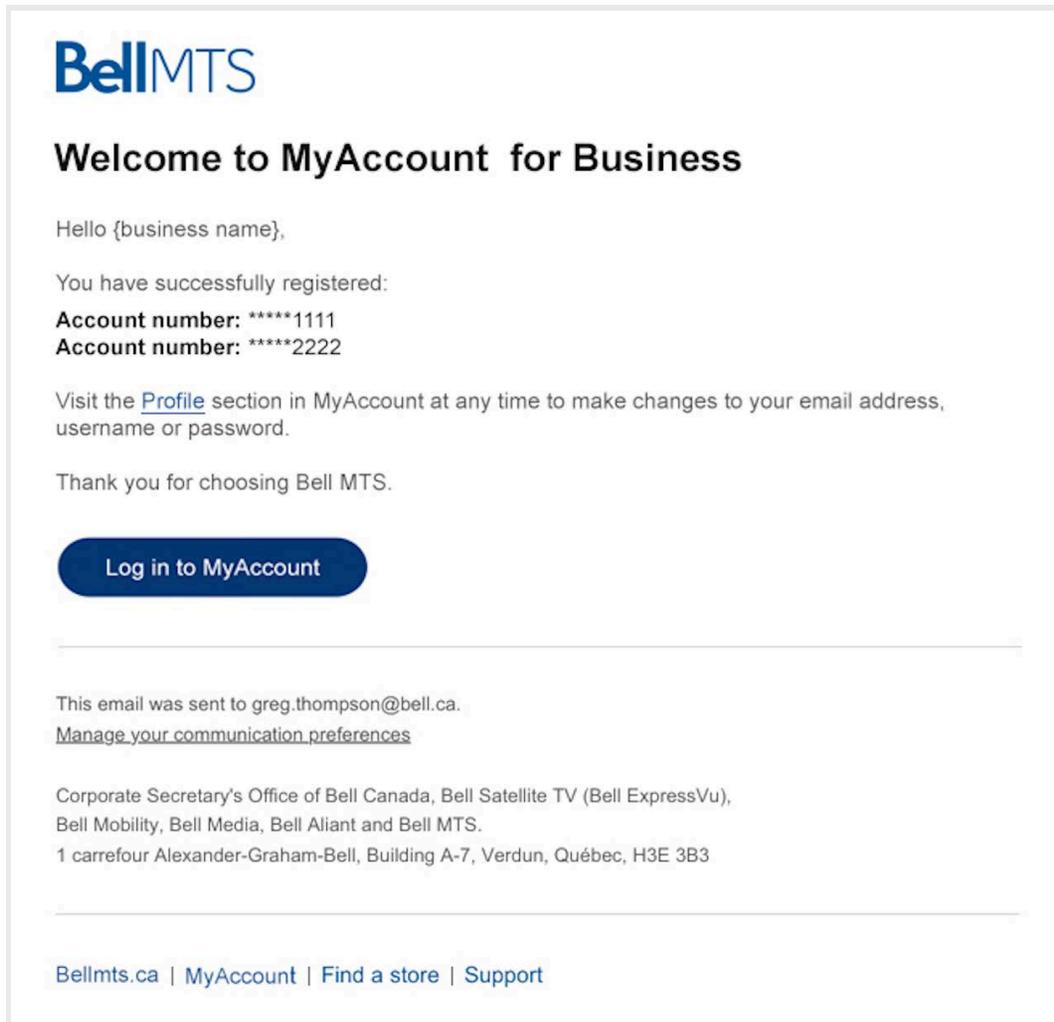## How to register for MyAccount for Business:

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.

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

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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).

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.

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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.

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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.

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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.