



## FUNCTIONAL LEARNING DEMO

# Billing Management

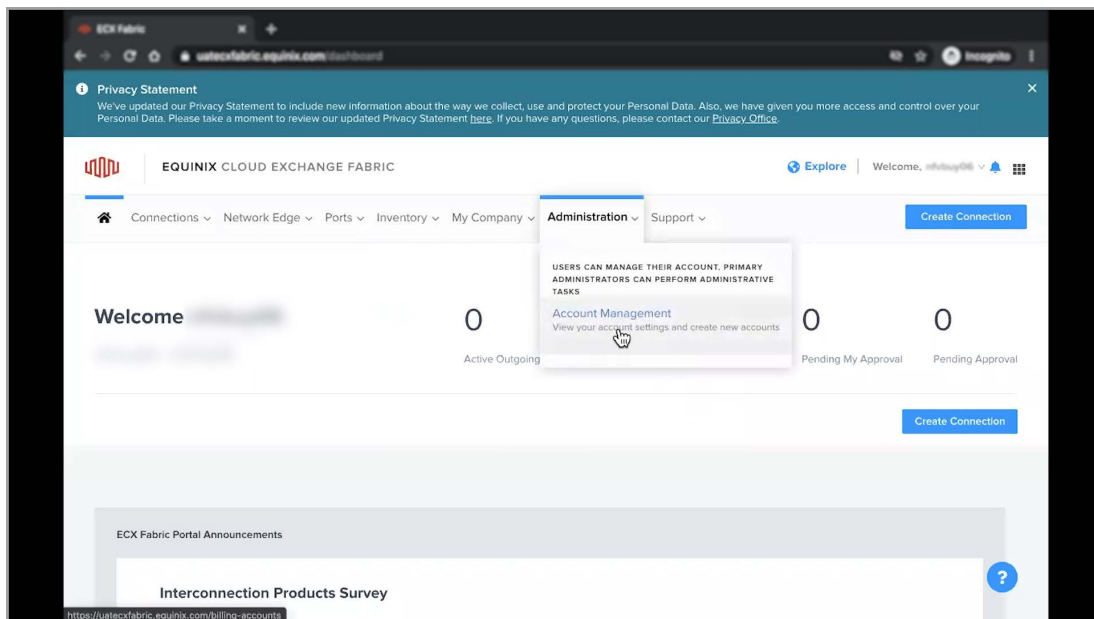
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My name is **Edward Nehamkin**, Senior Associate Product Manager for Network Edge and in this video, I'm going to demo how to create and manage new billing accounts and terms and conditions document signing.

First, log into the Equinix Cloud Exchange Fabric Portal.

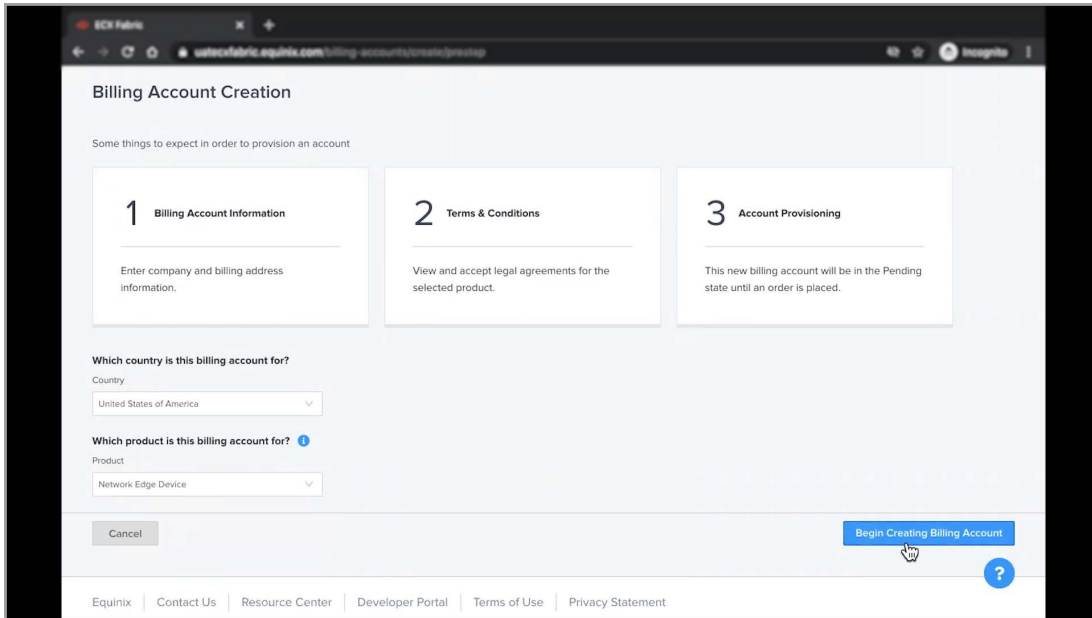
From here, hover over Administration, and click Account Management.



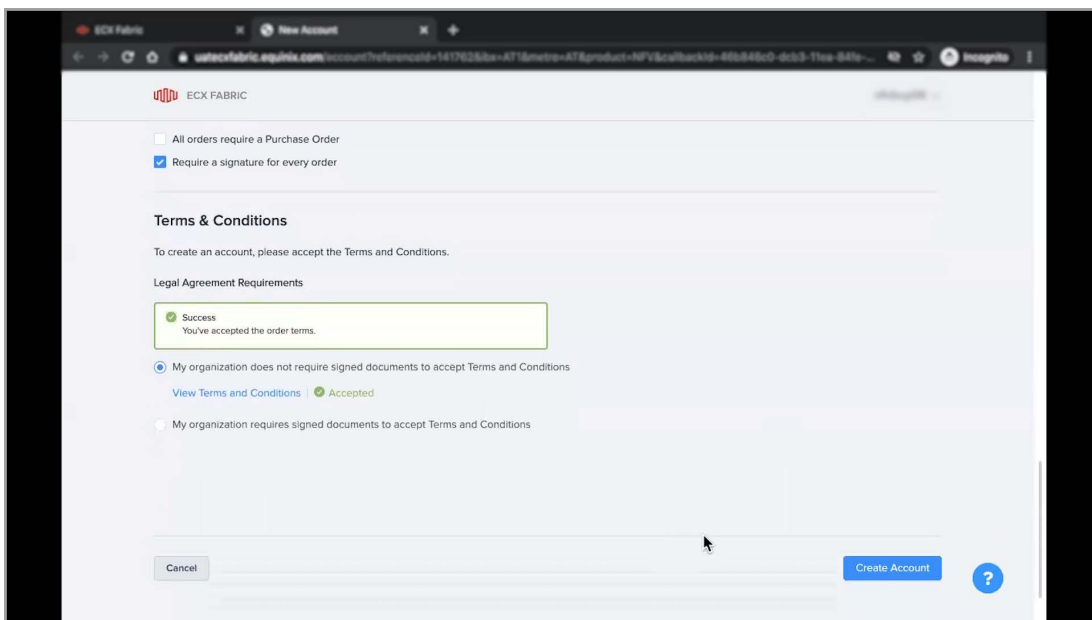
From here you'll be able to Create a New Billing Account, and display accounts outside of your organization.

There are several steps in the Billing Account Creation process. You will need to enter billing account information, view and accept the Equinix Terms & Conditions, and complete account provisioning. The new billing account will remain in the pending state until an order is placed.

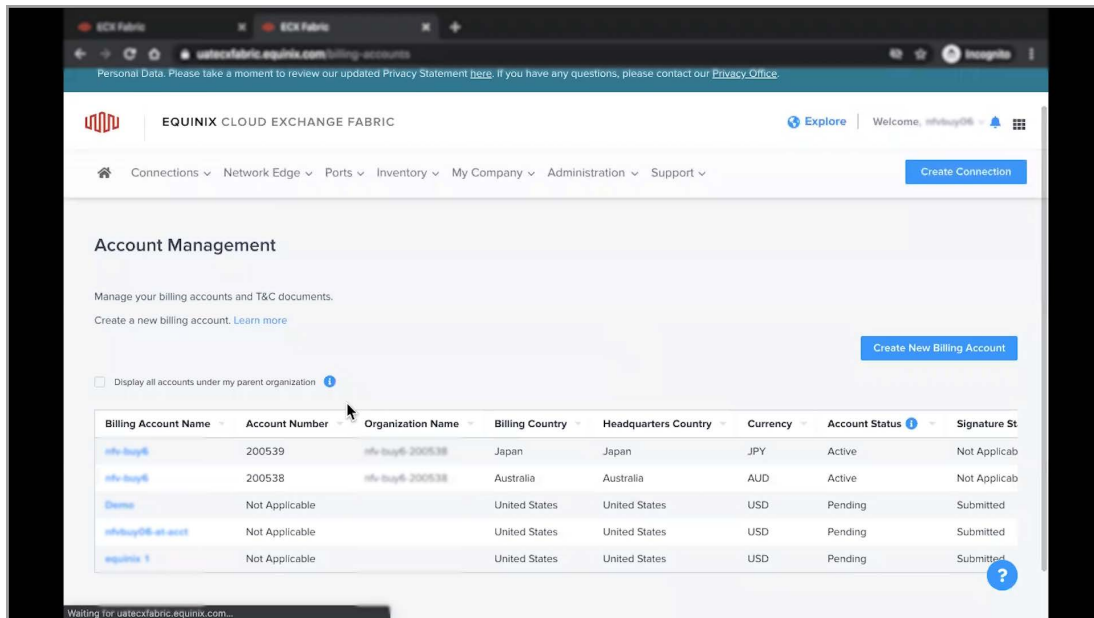
After you have reviewed the steps, select the country for the billing account, Network Edge device for the product which the billing account is for, and click the Begin Creating Billing Account button.



On the Create a New Account page, you'll have the ability to copy information from an existing account, enter additional company and billing information, account specifications, and accept the Equinix terms and conditions. Alternatively, you can send the terms and conditions to an authorized user for signing. Once you're done click Create Account.



Once the account is created, return to the billing accounts screen where you'll be able to see your newly created billing account and all of the associated details including the terms and conditions documents as well as the version.



This concludes the demo on Billing Management on Network Edge. For additional resources and information, visit the Network Edge product documentation site.