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# **Registration Guide for Administrators**

**Presented By-  
ProVision Team**

## Overview

This guide describes the tasks involved in registering with the ProVision website as a Company Administrator.

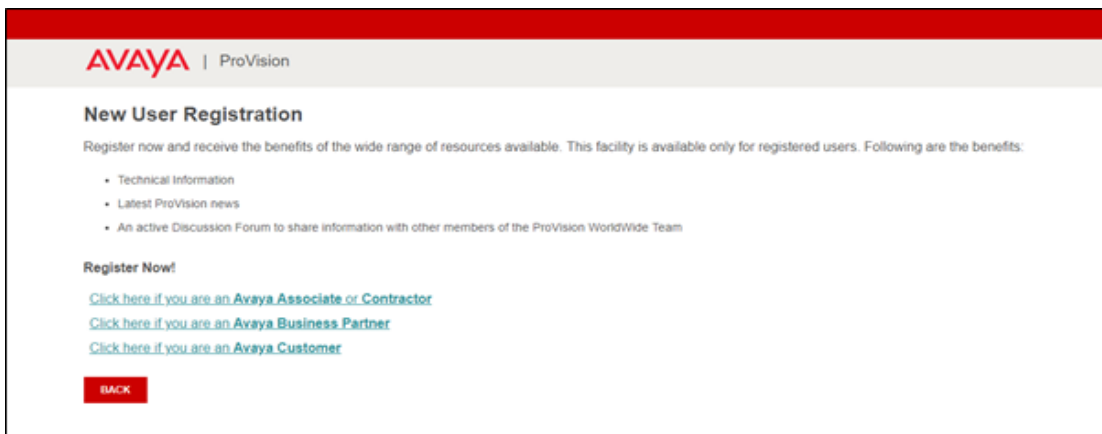
### Who Should Use this Guide

If you intend to register as your company's Administrator, this guide will help you understand the tasks you can perform using the ProVision website.

## Registering as an Administrator

If you want to register yourself as a ProVision Administrator for your company:

1. Go to the [ProVision Website](#).
2. Click on the link **New User? Register now**. The New User registration page is displayed.
3. Click on the **Avaya Customer** link, on the New User Registration page. The Customer Registration page is displayed.



4. Complete all requested details about your company. Enter your name and contact details for the Administrator Details section.
5. When complete, click Submit. A confirmation page is displayed. Within two business days you will receive an email message confirming receipt of your registration application.

## Company Already Registered?

1. If your company is already registered on the ProVision website, your registration attempt will be rejected.
2. Only one ProVision Administrator can be assigned per company. If your company has more than one foreign legal entity, then your company must be registered in each country.
3. If you think your company is already registered, please contact our [Help Desk](#) to find the assigned ProVision Administrator. The ProVision Admin will be able to add you as a ProVision user.
4. If your company's ProVision Admin needs to be updated, please contact [Help Desk](#).