Note: This document is “view only”. Please create a copy of this document and save it to your drive.

**SOP- Creating Accounts for** [**Tools & Subscriptions**](https://docs.google.com/document/d/1DAGDNNqpgcQYGlC8gqDv8Kv9I5ADWl__oBer8G4BCkQ/edit?usp=sharing)**- Systems Vault**

**PREREQUISITES**

[Master: SOP- Tools & Subscriptions- Systems Vault](https://docs.google.com/document/d/1pXMrbWIWo5rEqp7cCkNmV4AiPuVfq0oL0IQ2YjF5-wA/edit?usp=sharing)

SOP- Password Sharing- Sarah Noked OBM

[Master: Current Subscriptions- Systems Vault](https://docs.google.com/spreadsheets/d/1HvUzU7wKMxlG6nq_oaRzdKWkLUYpf5Yiv1-7zWnCL84/edit?usp=sharing)

[Teamwork PM](http://sarahnoked.com/teamwork)

[Lastpass](http://lastpass.com)

**PURPOSE**

To sign up for accounts and purchase products.

**POLICY**When signing up for a paid account, you must have approval.

Discuss payment options with Sarah and check for coupons online

Use [sarah@sarahnoked.com](mailto:sarah@sarahnoked.com) as the email to sign up for the account and “Sarah Noked Visa Business” (on file in Lastpass). Paypal is a second alternative and use the [support@sarahnoked.com](mailto:support@sarahnoked.com) account

Do not connect accounts to login via Facebook. Always use email and password when creating an account

To delete and account see: [SOP- Deleting & Suspending Accounts for Tools & Subscriptions- Sarah Noked OBM](https://docs.google.com/document/d/1kMKw7UDREb_Antyz926vdn9pemEwTbeG-VqGnUMbiA0/edit?usp=sharing)

**PARTY**

Online Business Manager

**PROPERTY**

Online Business Manager

**PROCESS**

Part 1: Get approval and check for online coupons

Part 2: Sign up/create an account

Part 3: Save password details to [Lastpass](http://lastpass.com)

Part 4: Notify Sarah via [Teamwork PM](http://sarahnoked.com/teamwork) Chat that account was set up

Part 5: Update [Master: Current Subscriptions- Systems Vault](https://docs.google.com/spreadsheets/d/1HvUzU7wKMxlG6nq_oaRzdKWkLUYpf5Yiv1-7zWnCL84/edit?usp=sharing)

**PROCEDURES**

**Part 1: Get approval and check for online coupons**

1. Gain authorization of purchase from Sarah
   1. Provide details of purchase options such a subscription, or one-time pay and make sure that it is clear which option they desire.
2. Spend 2 minutes googling for an online coupon for the platform in question

**Part 2: Sign up/Create an account**

1. Create an account or purchase the service/product.
2. Use [sarah@sarahnoked.com](mailto:sarah@sarahnoked.com) as username
3. Generate a password with Lastpass and save the generated password to your clipboard (for use in part 3).
4. If the sign up requires credit card details use Visa Business details in Sarah Noked- Financial folder.

**Part 3: Save password details to** [**Lastpass**](http://lastpass.com)

See: SOP- Password Sharing- Sarah Noked OBM

**Part 4: Notify Sarah and channel via** [Teamwork PM](http://sarahnoked.com/teamwork) **that account was set up**

1. Notify @all via the [Teamwork PM](http://sarahnoked.com/teamwork) INTERNAL channel

**Part 5: Update** [Master: Current Subscriptions- Systems Vault](https://docs.google.com/spreadsheets/d/1HvUzU7wKMxlG6nq_oaRzdKWkLUYpf5Yiv1-7zWnCL84/edit?usp=sharing)

1. Access and update details to [Master: Current Subscriptions- Systems Vault](https://docs.google.com/spreadsheets/d/1HvUzU7wKMxlG6nq_oaRzdKWkLUYpf5Yiv1-7zWnCL84/edit?usp=sharing)

**Created by:**

**Department:** Operations & Support

**Date:**

**Revised:**

**Revised by:**