Create a service group

The name of your service group appears on your bill. The associated company account is directly above the service group name. The VNCs and services are below it.

To create a service group, complete the following steps.

1 1. Log in to [AT&T Cloud Solutions](https://clouduser.synaptic.att.com/clouduser/). The My Cloud Dashboard appears.

2 2. Under Shortcuts, click Manage service groups. The Manage cloud settings page appears.

3 3. Click Create service group. The service group options appear.

4 4. Select the Country.

5 5. Enter the service group name. This name will appear on the bill.

6 6. Select the invoice number for this service group.

If you don't want to assign an administrator, click Do not add an Administrator, and then click Submit.

If you want to assign an administrator, click Add an Administrator, and then click Continue. The Please provide user email fields appear.

7 7. Enter the new administrator's email address in both fields, and then click Continue. The User details fields appear.

8 8. Enter the first and last names, and then click Submit.