**Bulk SMS Portal Onboarding Process**

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Bulk SMS Portal Onboarding Process

To onboard a new customer (domain) on bulk sms portal, information is required:

* Domain
* Billing Entity
* BulkSMS Portal Url
* EntityId
* Go Live Date
* JioCX SMS API ( given by Khushi Jagtap ) – Not required in case of only OBD access needed
* Username ( given by Khushi Jagtap ) - Not required in case of only OBD access needed
* Password ( given by Khushi Jagtap ) - Not required in case of only OBD access needed
* Organization Name

Other then above details information is needed for super admin user that need to be on boarded

* FirstName
* LastName
* Email
* Mobile Number

Along with that access needed by customer is to be confirmed

Once Above information is received from CSM’s , Following Process need to be followed

**STEP:1 - Addition of bulksms customer via reports’s admin portal**

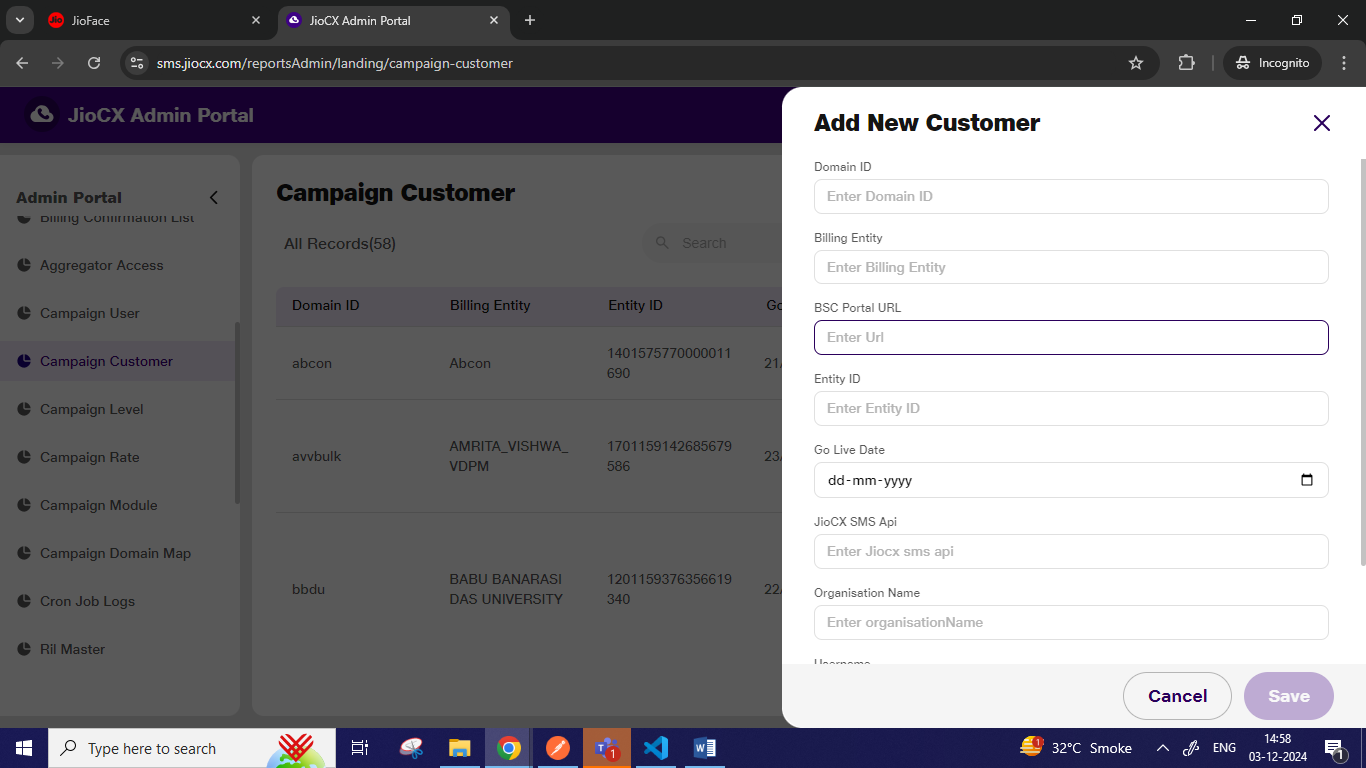
Go to Campaign customer tab -> Add Customer , Based on information received fill in the info and save the customer

NOTE:

1) All information can be updated via portal except domain

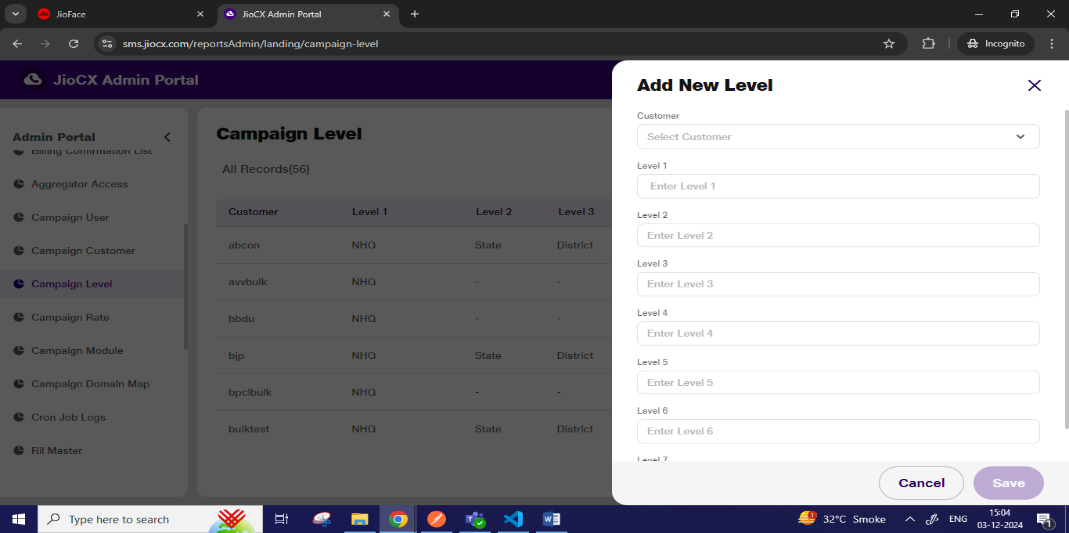
1. domain name should be in smallcase and should not contain any special character
2. In case domain is not given by CSM , then use domain name from api username shared by khushi’s team

Eg : jiocx-abconbulk, take domain after jiocx- i.e abconbulk



**STEP:2 - Addition of level for customer via reports’s admin portal**

Add a default level of NHQ , for every customer

 If someone asks to add other levels then only add the other levels

**STEP:3 - Domain Mapping Need to be Specified**

**Before addition of user , Bulk sms Features need to be enabled for a customer (domain )**

**Go to** Campaign Domain Map Table , Select the domain and map the features accordingly

Default Configuration : ( It only enables SMS services on bulksms 2.0 and 3.0 )

NOTE : Until CSM asks no OBD ( Voice ) services need to be assigned

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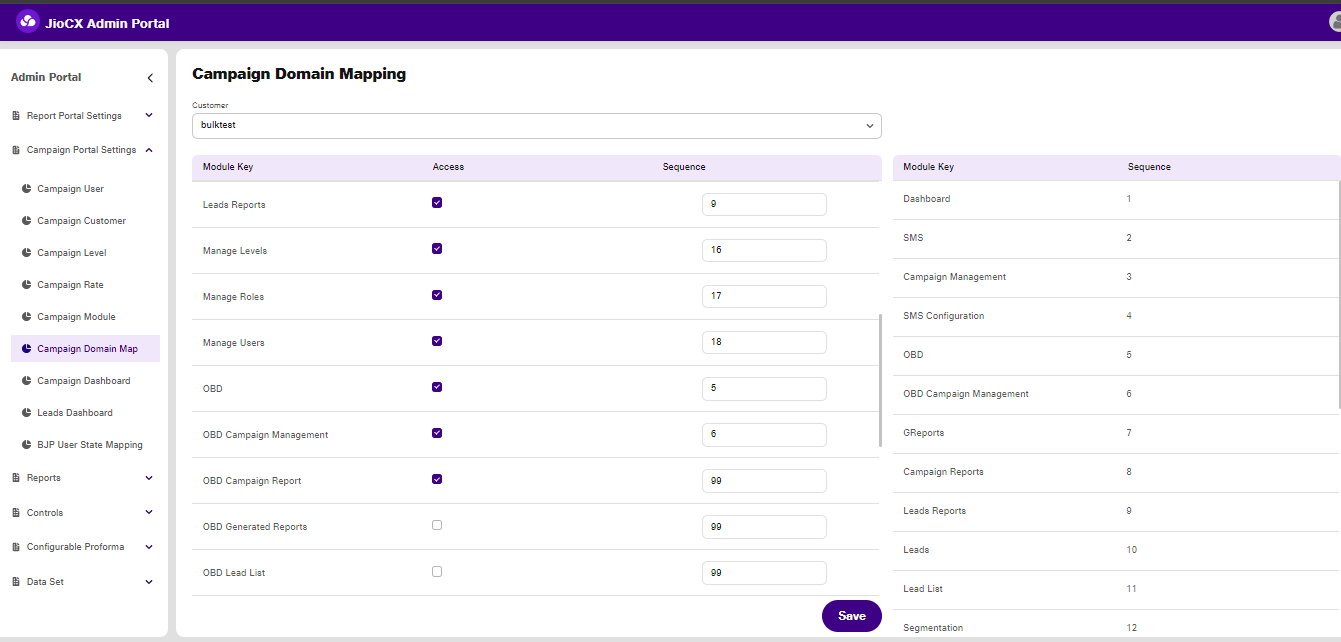
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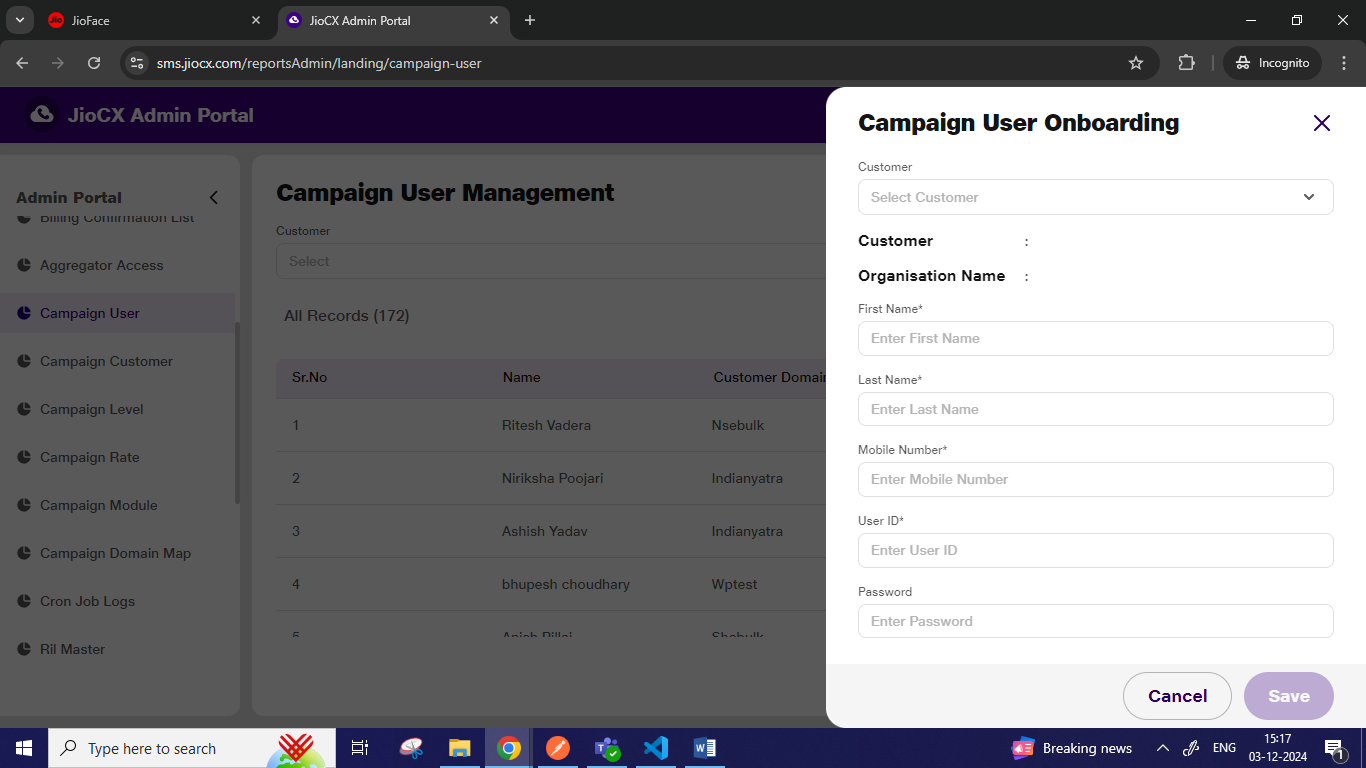
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**STEP:4 – Once Domain Mapping is Specified , first admin for the domain can be onboarded for bulksms portal**

**Go to Campaign User -> Add User**



Default Password : Ril@12345

Once added , user can login to bulksms portal via its url