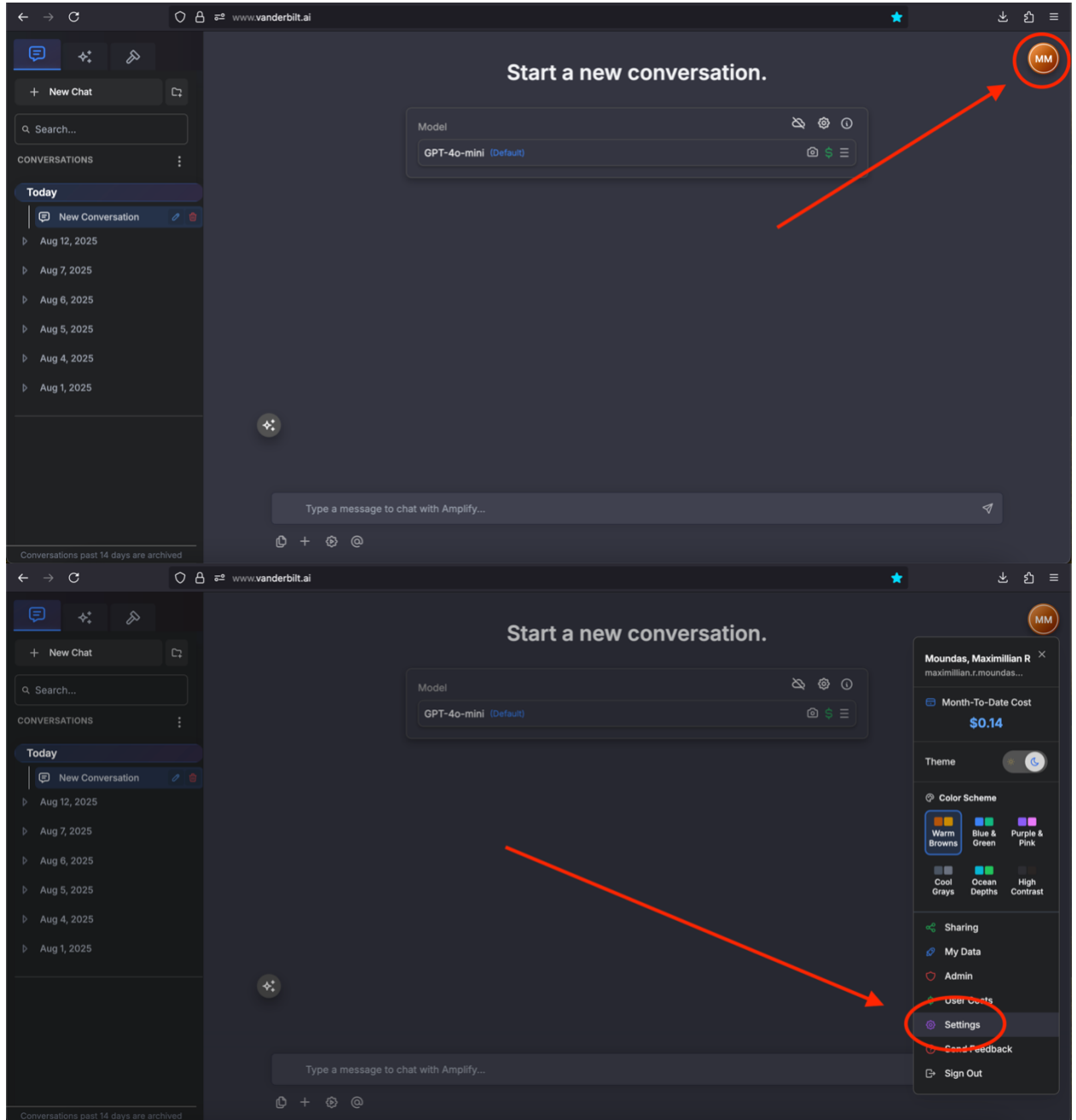


Follow these steps to create an Amplify API key:

1. You will need a [Chart of Accounts \(COA\) string](#) to create an API key. All usage of the API key is billed to the COA string you provide.
2. Login to Amplify at: [www.vanderbilt.ai](http://www.vanderbilt.ai)
3. Click your user icon in the top right corner of the screen and select “Settings”



4. Navigate to the “Accounts” tab. This is where you will enter the COA information.

The screenshot shows the 'Settings' page for 'vanderbilt.ai'. The 'Accounts' tab is selected and circled in red. Below the tab bar, the 'Account Management' section is visible, followed by the 'Add New Account' form. The form has two input fields: 'Account Name' and 'COA String', both with placeholder text 'Enter account name' and 'Enter COA string' respectively. There is also a 'Rate Limit' dropdown menu set to 'Unlimited' and a '+ Add Account' button. Below this is the 'Default Account' section with a dropdown menu showing 'No COA On File - general\_account'. At the bottom is the 'Your Accounts' table.

Account Name	Account ID	MTD Cost	Rate Limit
No COA On File <span>DEFAULT</span>	general_account	\$0.13	Unlimited

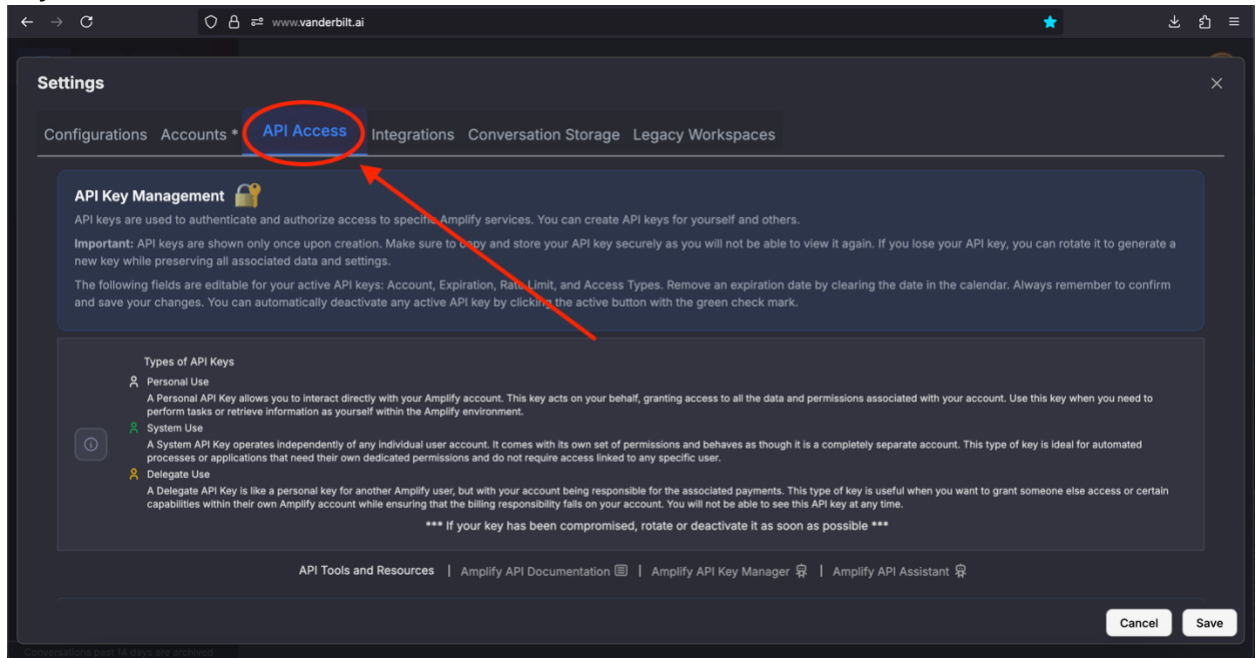
At the bottom right of the 'Your Accounts' section are 'Cancel' and 'Save' buttons.

5. Add a new account by entering an account name (this can be whatever you want) and your COA String, then press the “+ Add Account” button. The account you just added will appear in the “Your Accounts” section at the bottom of the page. **Make sure to click “Save” to preserve the account information you just added.**

The screenshot shows the 'Settings' page with the 'Accounts' tab selected. The 'Add New Account' section is highlighted with a red box. It contains three input fields: 'Account Name' (placeholder: 'Enter account name'), 'COA String' (placeholder: 'Enter COA string'), and 'Rate Limit' (dropdown menu with 'Unlimited' selected). A blue button labeled '+ Add Account' is circled in red. Below this section is the 'Default Account' dropdown menu, currently set to 'No COA On File - general\_account'. At the bottom, there is a table titled 'Your Accounts' with columns: Account Name, Account ID, MTD Cost, and Rate Limit. The table contains one row: 'No COA On File' (with a 'DEFAULT' tag), 'general\_account', '\$0.13', and 'Unlimited'. At the bottom right, there are 'Cancel' and 'Save' buttons.

This screenshot is identical to the one above, but with a red arrow pointing from the 'Add New Account' section to the 'Save' button at the bottom right. The 'Save' button is circled in red. The 'Your Accounts' table is still visible at the bottom.

6. Navigate to the “API Access” tab. This is where you will create and collect your API key.



7. Scroll down and click the “+ Create API Key” button. Here, you can provide an application name, description, rate limits and expiration dates. **Click the “Bill To” dropdown and select the COA string/account information you entered.** This is what bills the API usage to the COA string.

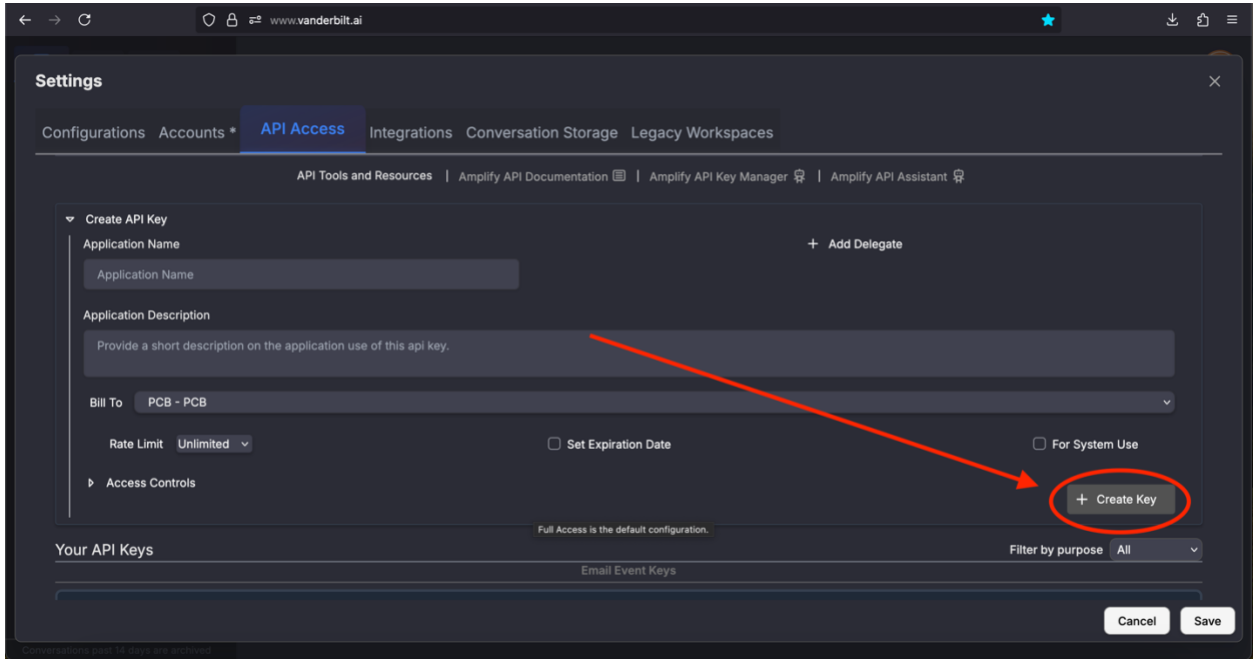
The image displays two screenshots of the Vanderbilt AI Settings interface, specifically the 'API Access' tab.

**Top Screenshot:** The 'API Access' tab is selected. A red circle highlights the '+ Create API Key' button, and a red arrow points to it. Below the button, there is a section titled 'Your API Keys' with a filter by purpose set to 'All'. Two API keys are listed, both named 'my\_email\_reviewer' and associated with 'agent\_my\_email\_reviewer', both marked as 'Active'.

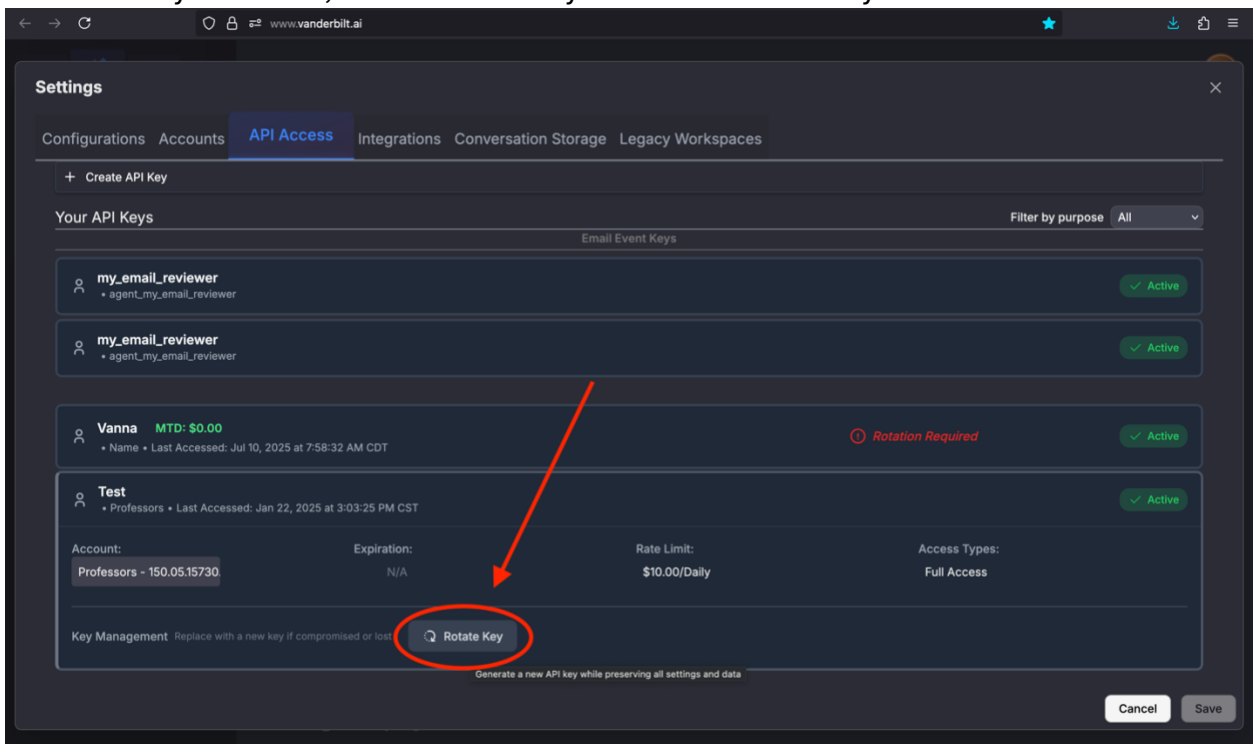
**Bottom Screenshot:** The 'Create API Key' form is shown. The form includes the following fields and options:

- Application Name:** A text input field.
- Application Description:** A text input field with a placeholder: 'Provide a short description on the application use of this api key.'
- Bill To:** A dropdown menu currently set to 'PCB - PCB'.
- Rate Limit:** A dropdown menu currently set to 'Unlimited'.
- Set Expiration Date:** An unchecked checkbox.
- For System Use:** An unchecked checkbox.
- Access Controls:** A section with a right-pointing arrow.
- Create Key:** A button to submit the form.

8. Once you have entered this information, click the “+ Create Key” button and copy the key. You will not be able to view it again after you generate it, so make sure you copy it before closing the popup. **Make sure you click “Save” before closing the settings menu as well.** You can now use the API Key within a script that calls the Amplify API.



9. If you lose your API key or want to reset it, scroll down to your API key listed in the “Your API Keys” section, select the API key and click “Rotate Key”.



10. If you would like to disable an API key, scroll down to your API key listed in the “Your API Keys” section, select the API key and click “Active”, and then click “Ok” in the pop up.

