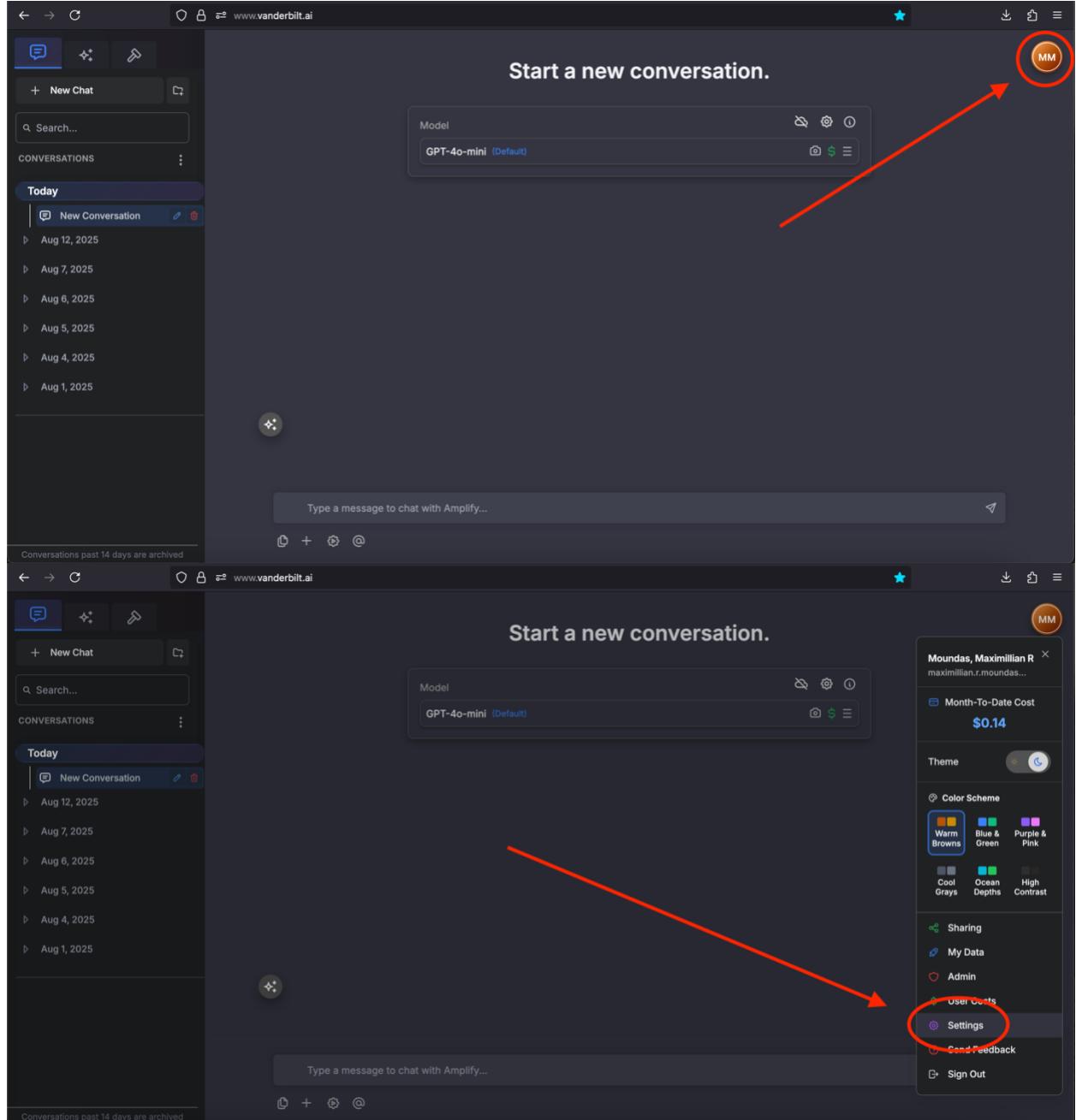


Follow these steps to create an Amplify API key:

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
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 of the Vanderbilt.ai application. At the top, there is a navigation bar with tabs: 'Configurations', 'Accounts' (which is highlighted with a red circle and has a red arrow pointing to it), 'API Access', 'Integrations', 'Conversation Storage', and 'Legacy Workspaces'. Below the navigation bar is a section titled 'Account Management' with a sub-section 'Add New Account' for creating new accounts with COA strings and rate limits. There is a form to enter an account name, a COA string, and a rate limit (set to 'Unlimited'). A blue button '+ Add Account' is visible. Below this is a 'Default Account' section, which currently shows 'No COA On File - general_account'. Underneath these sections is a table titled 'Your Accounts' for managing existing accounts. The table has columns: 'Account Name', 'Account ID', 'MTD Cost', and 'Rate Limit'. It lists one account: 'No COA On File' (Account ID: general_account, MTD Cost: \$0.13, Rate Limit: Unlimited). A green button 'DEFAULT' is next to the account name. At the bottom right of the table are 'Cancel' and 'Save' buttons. A note at the bottom left states 'Conversations past 14 days are archived.'

Account Name	Account ID	MTD Cost	Rate Limit
No COA On File	general_account	\$0.13	Unlimited

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.**

Add New Account Create a new account with COA string and rate limits

Account Name	COA String	Rate Limit
Enter account name	Enter COA string	Unlimited

+ Add Account

Your Accounts Manage your existing accounts and their settings

Account Name	Account ID	MTD Cost	Rate Limit
No COA On File	general_account	\$0.13	Unlimited

Cancel Save

Add New Account Create a new account with COA string and rate limits

Account Name	COA String	Rate Limit
Enter account name	Enter COA string	Unlimited

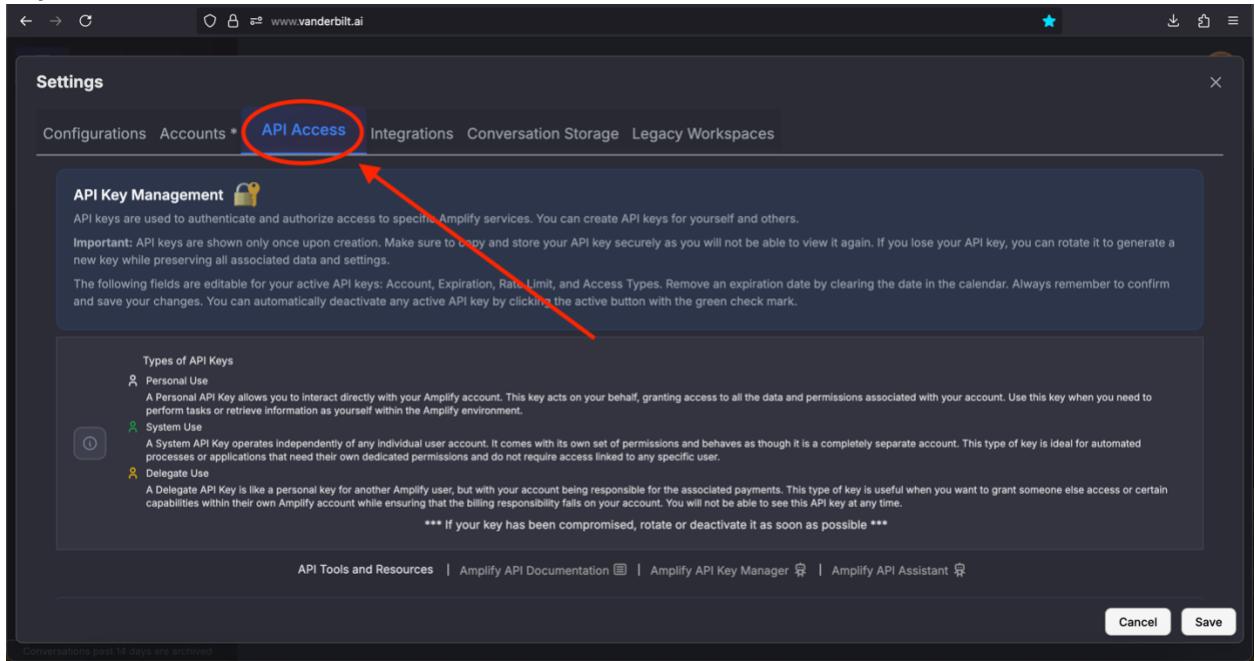
+ Add Account

Your Accounts Manage your existing accounts and their settings

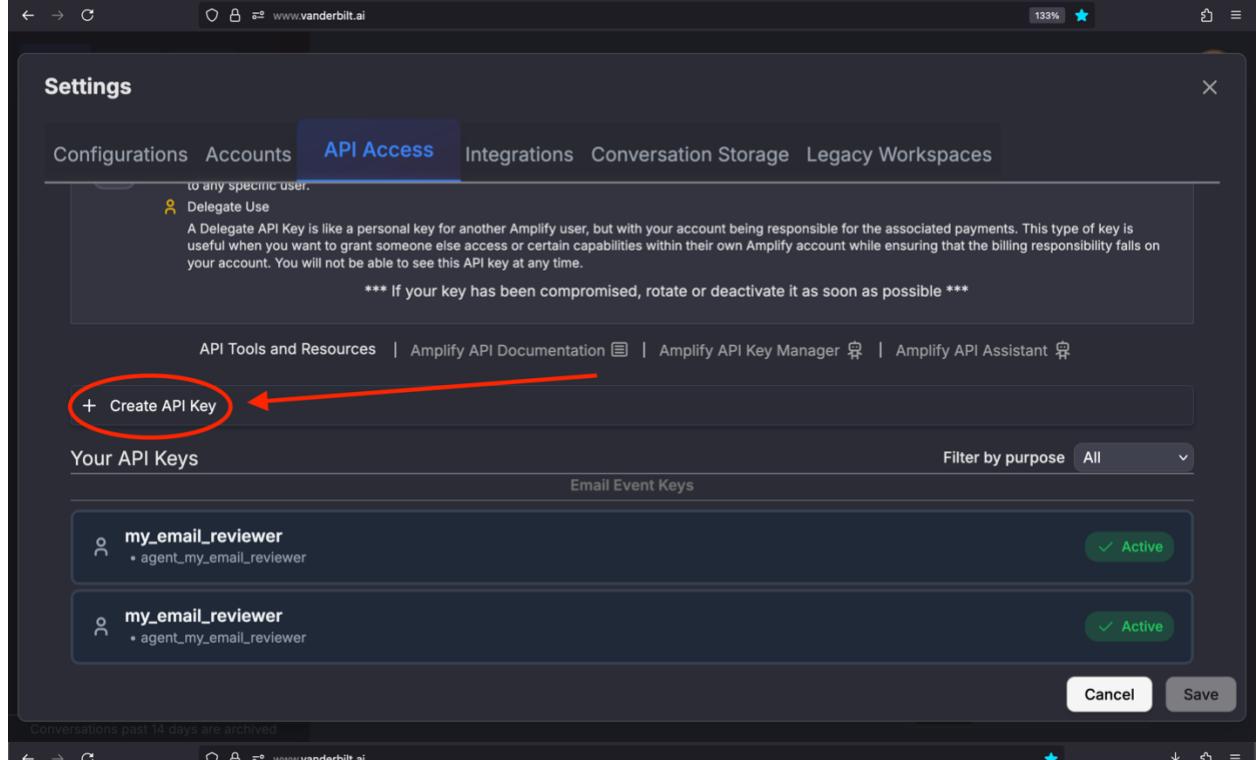
Account Name	Account ID	MTD Cost	Rate Limit
No COA On File	general_account	\$0.13	Unlimited

Cancel Save

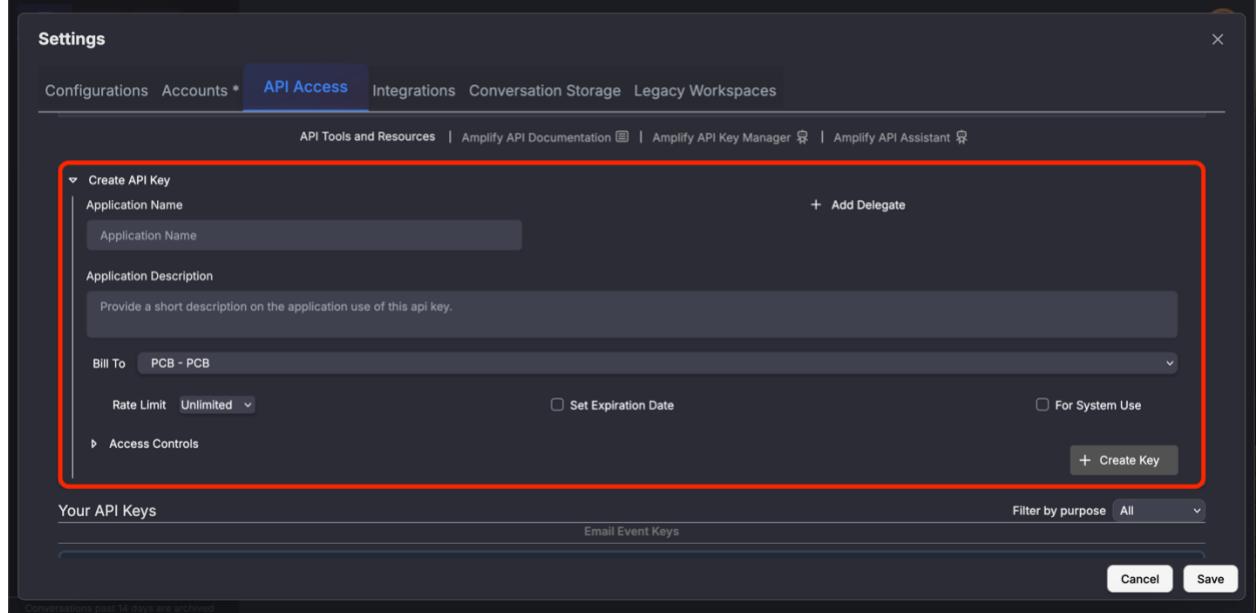
6. Navigate to the “API Access” tab. This is where you will create and collect your API key.



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.

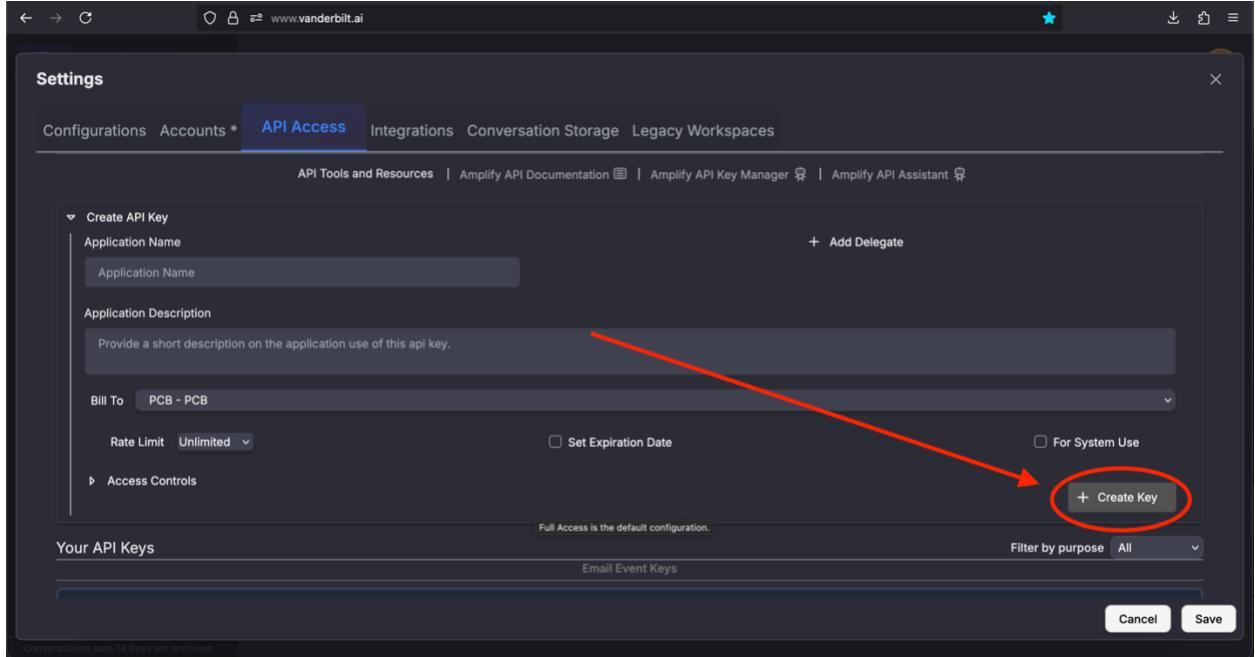


The screenshot shows the AWS Amplify API Access settings page. The 'API Access' tab is selected. A red arrow points to the '+ Create API Key' button, which is highlighted with a red circle. Below the button, there are sections for 'Your API Keys' and 'Email Event Keys'. At the bottom right of the main panel are 'Cancel' and 'Save' buttons.

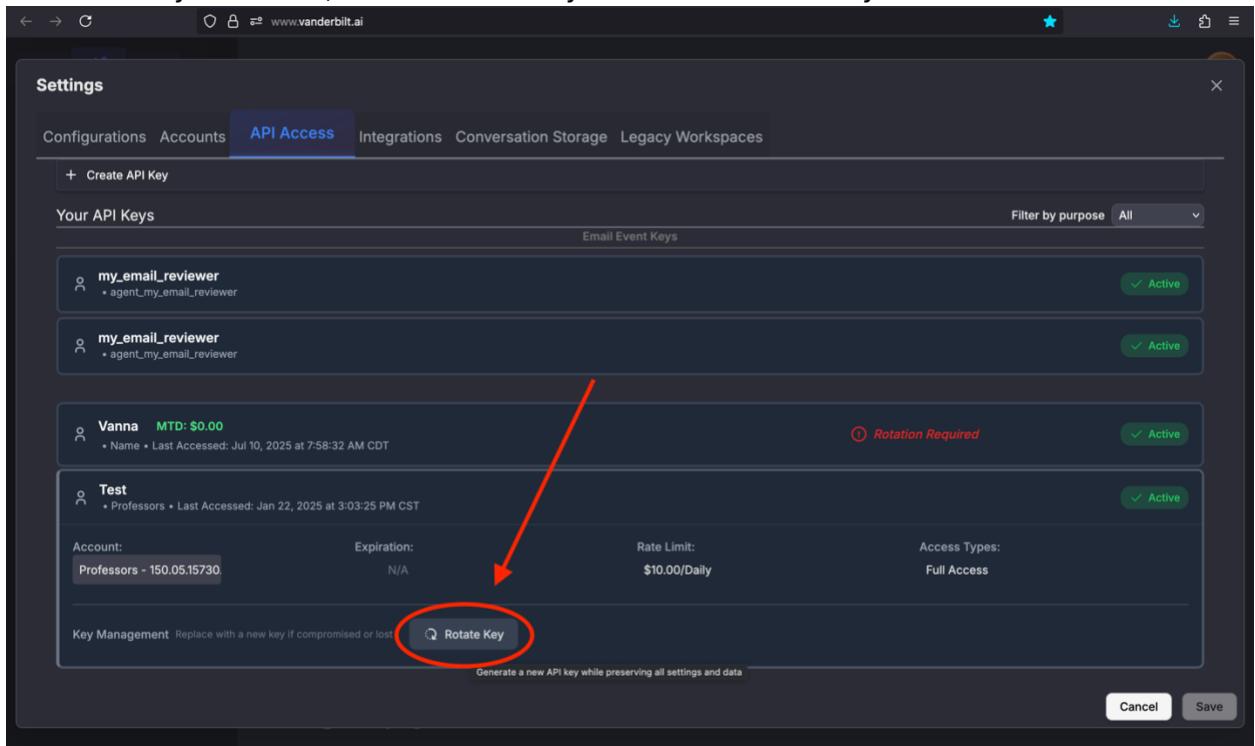


The screenshot shows the 'Create API Key' modal window. The 'Bill To' dropdown is highlighted with a red rectangle. Other visible fields include 'Application Name', 'Application Description', 'Rate Limit' (set to 'Unlimited'), 'Set Expiration Date' (unchecked), 'For System Use' (unchecked), and a '+ Create Key' button at the bottom right. The main settings page is visible in the background.

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.

The screenshot shows the 'Settings' interface with the 'API Access' tab selected. Under 'Your API Keys', there are four entries:

- my_email_reviewer**: Active
- my_email_reviewer**: Active
- Vanna**: MTD: \$0.00, Rotation Required, Active
- Test**: Rotation Required, Active (highlighted with a red circle and arrow)

Below the list, details for the 'Test' key are shown: Account: Professors - 150.05.15730, Expiration: N/A, Rate Limit: \$10.00/Daily, Access Types: Full Access. A note at the bottom says 'Key Management: Replace with a new key if compromised or lost' and includes a 'Rotate Key' button. At the bottom right are 'Cancel' and 'Save' buttons.