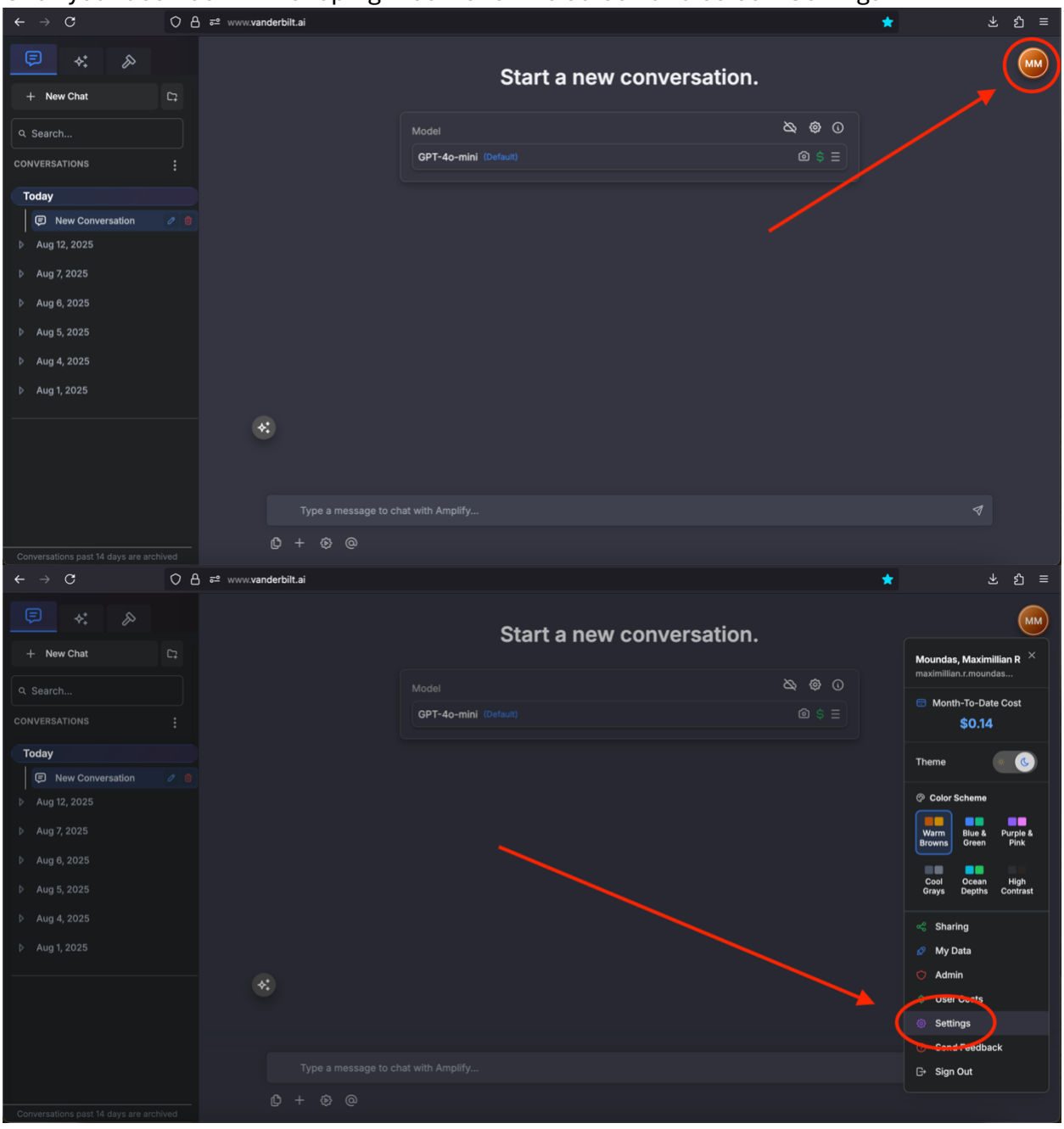
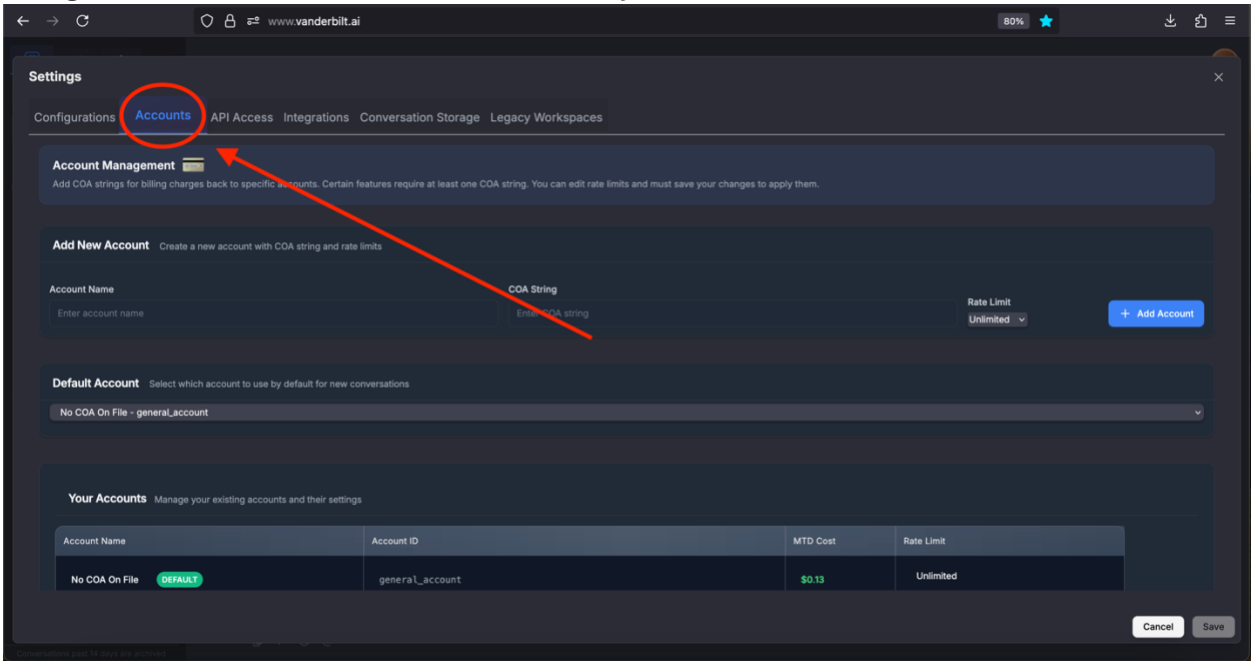
Follow these steps to create an Amplify API key:

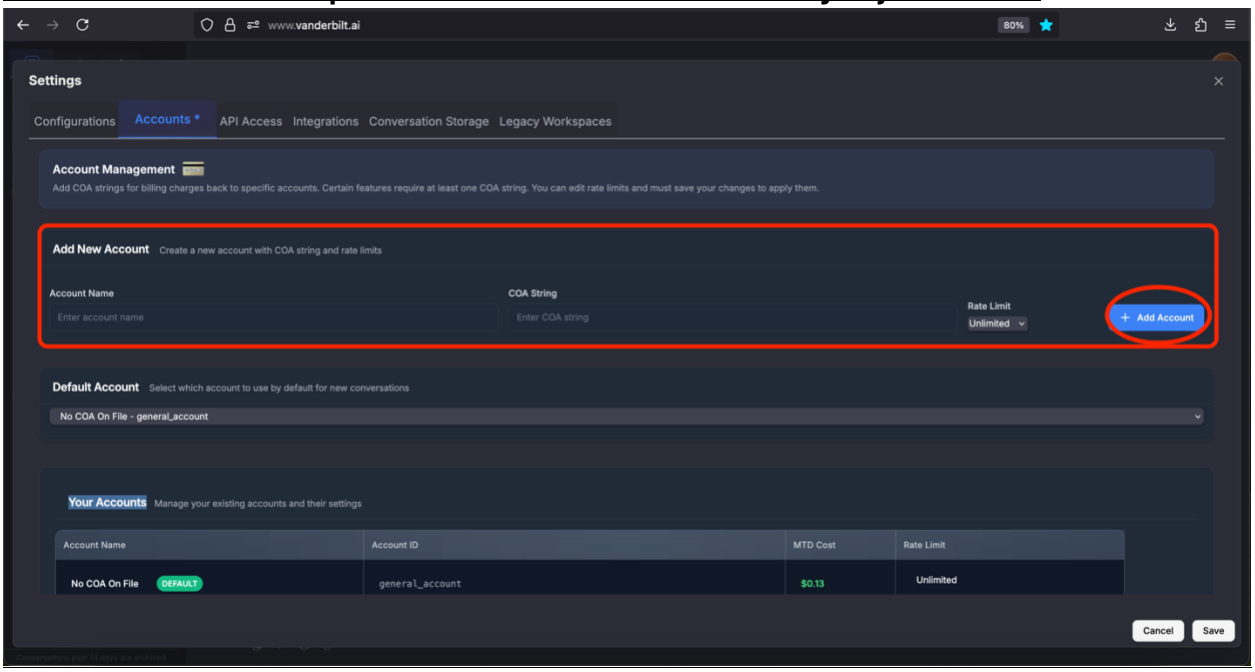
1. You will need a Chart of Accounts (COA) string to create an API key. All usage of the API key is billed to the COA string you provide.
2. Login to Amplify at: www.vanderbilt.ai
3. Click your user icon in the top right corner of the screen and select “Settings”

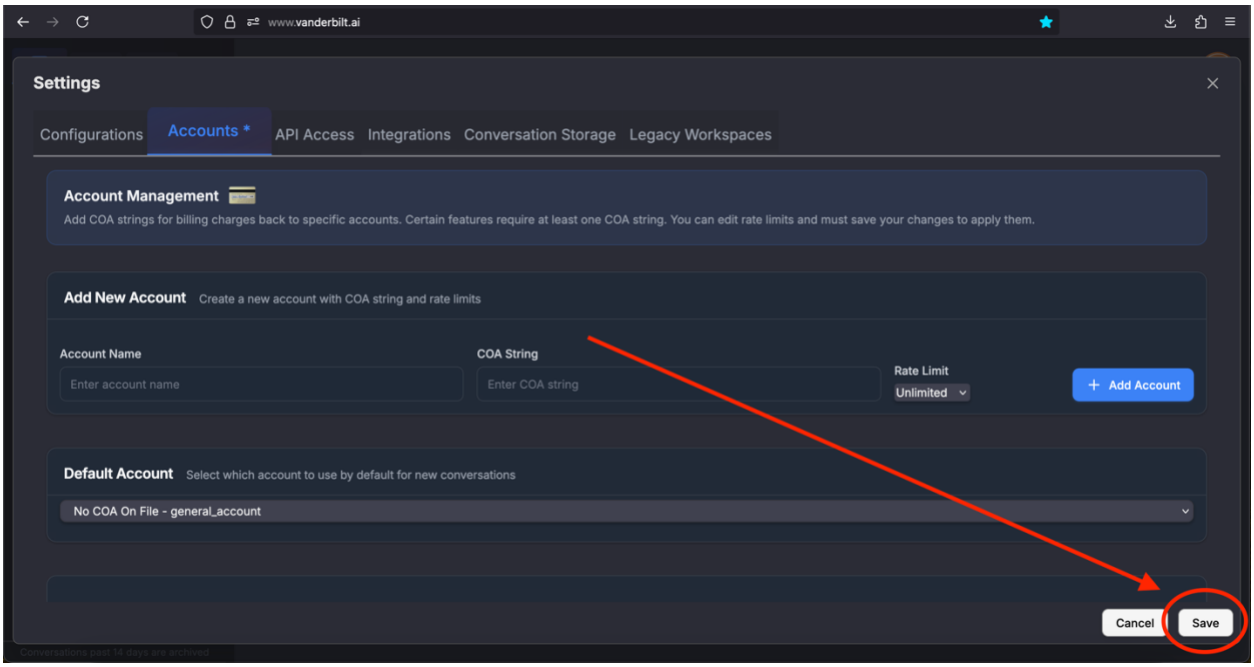


4. Navigate to the “Accounts” tab. This is where you will enter the COA information.

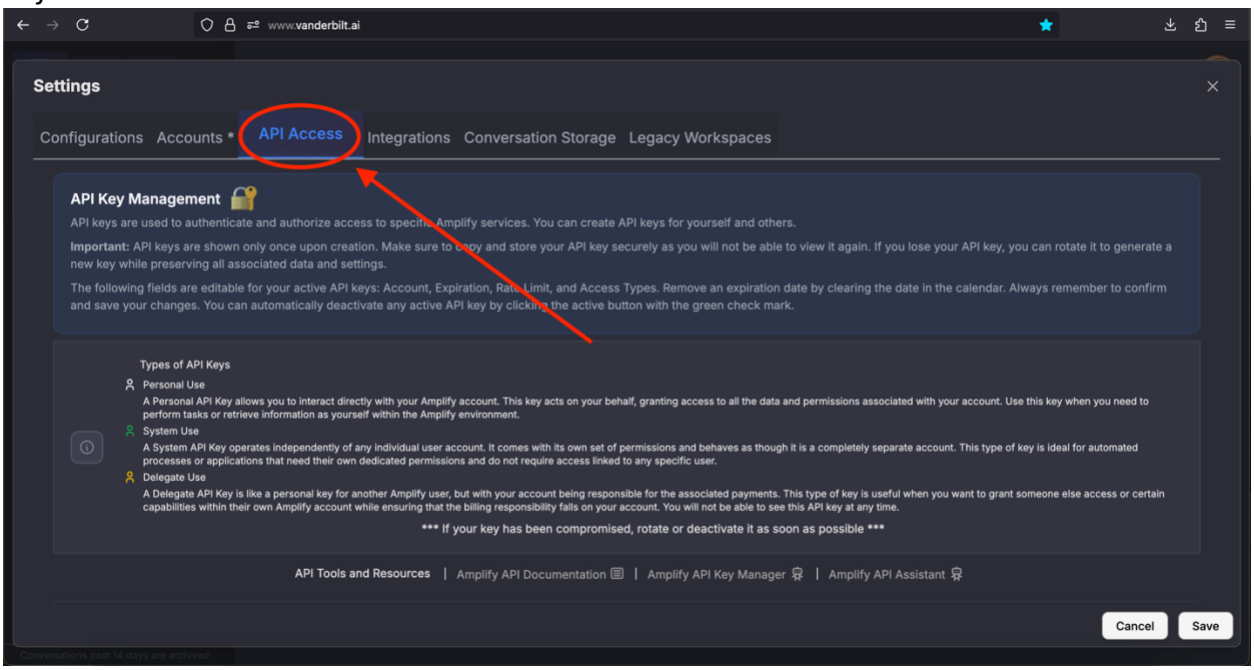


5. Add a new account by entering an account name (this can be whatever you want) and your COA String, then press the "+ Add Account" button. The account you just added will appear in the "Your Accounts" section at the bottom of the page. **Make sure to click "Save" to preserve the account information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

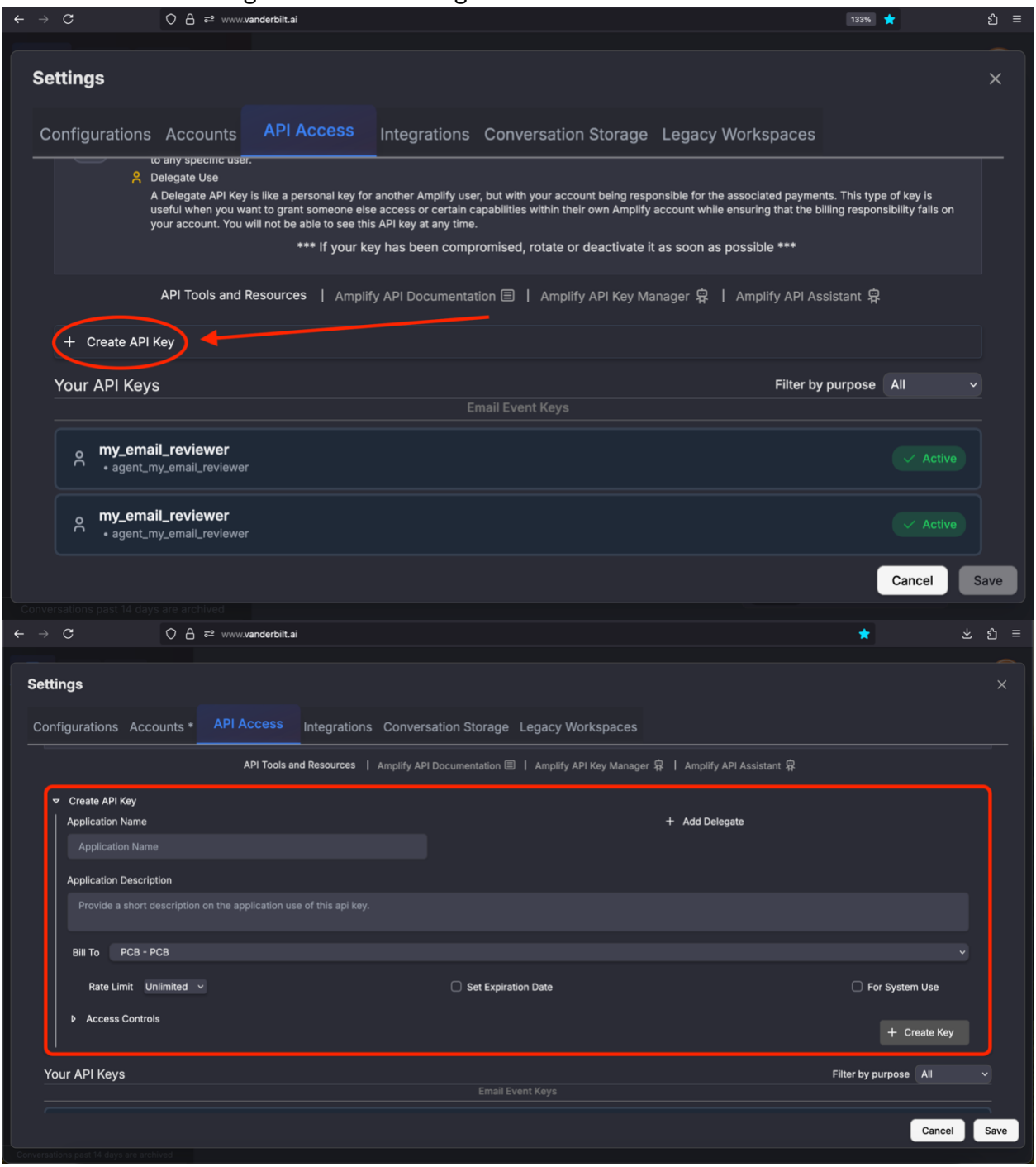




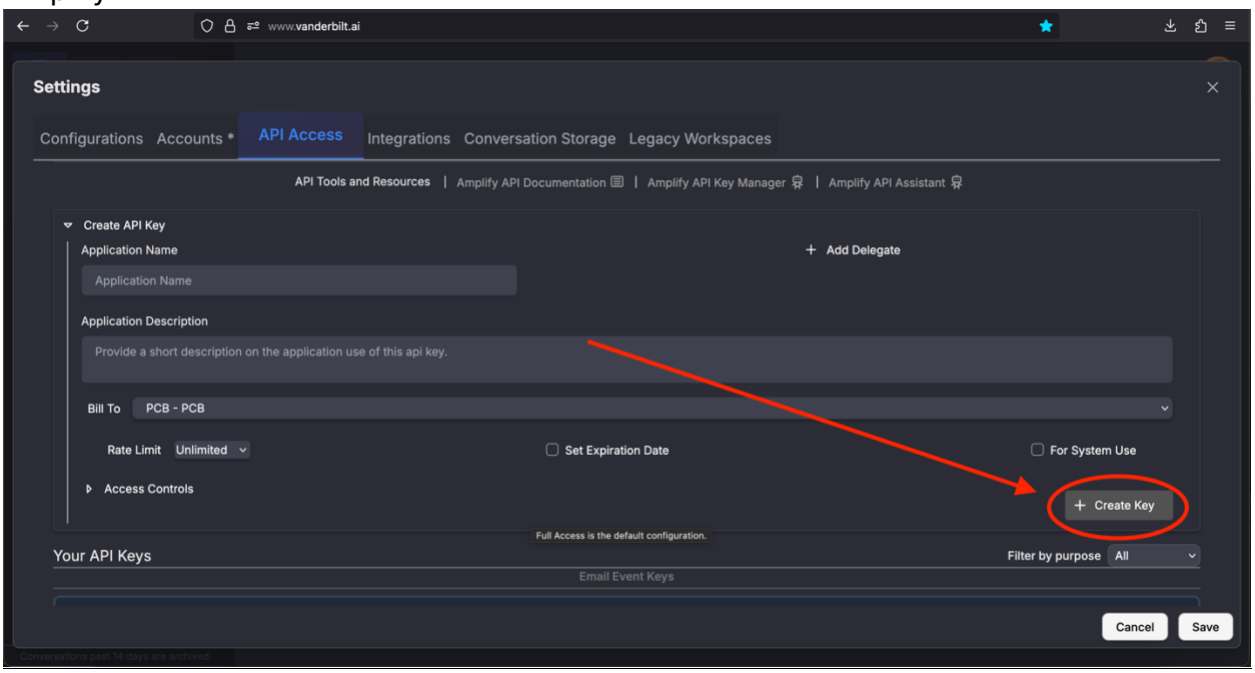
6. Navigate to the “API Access” tab. This is where you will create and collect your API key.



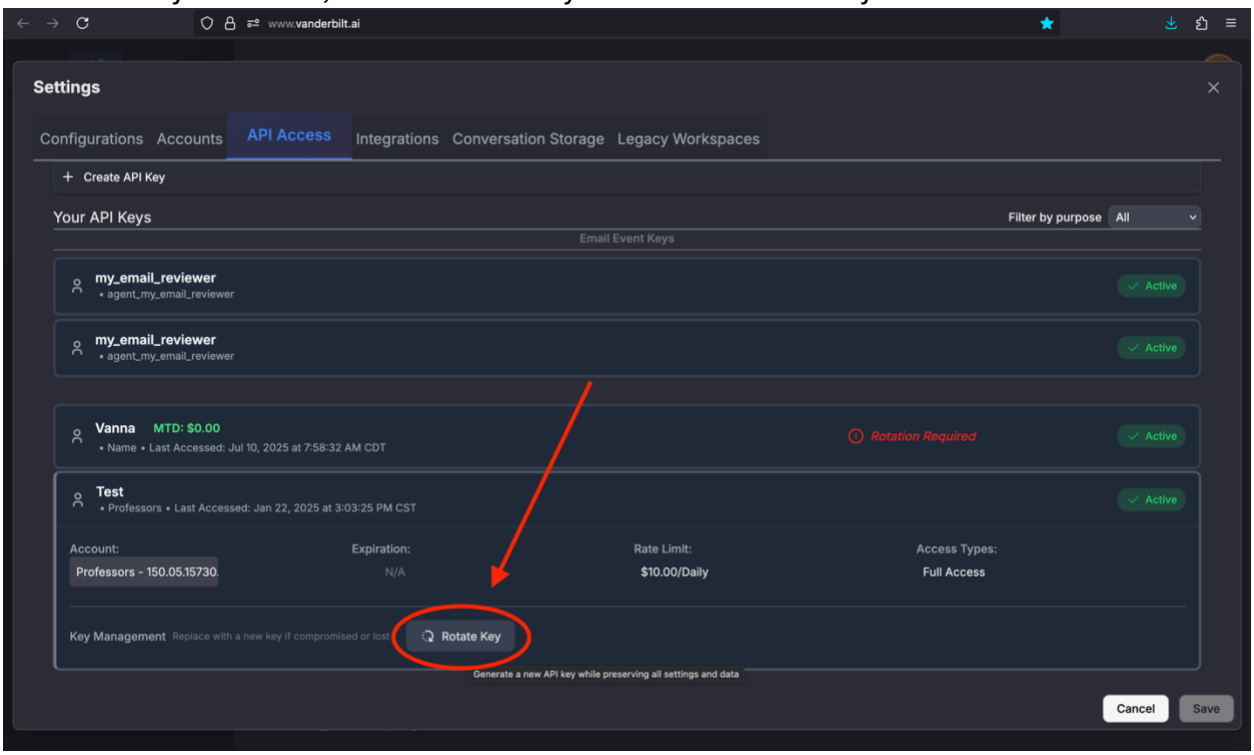
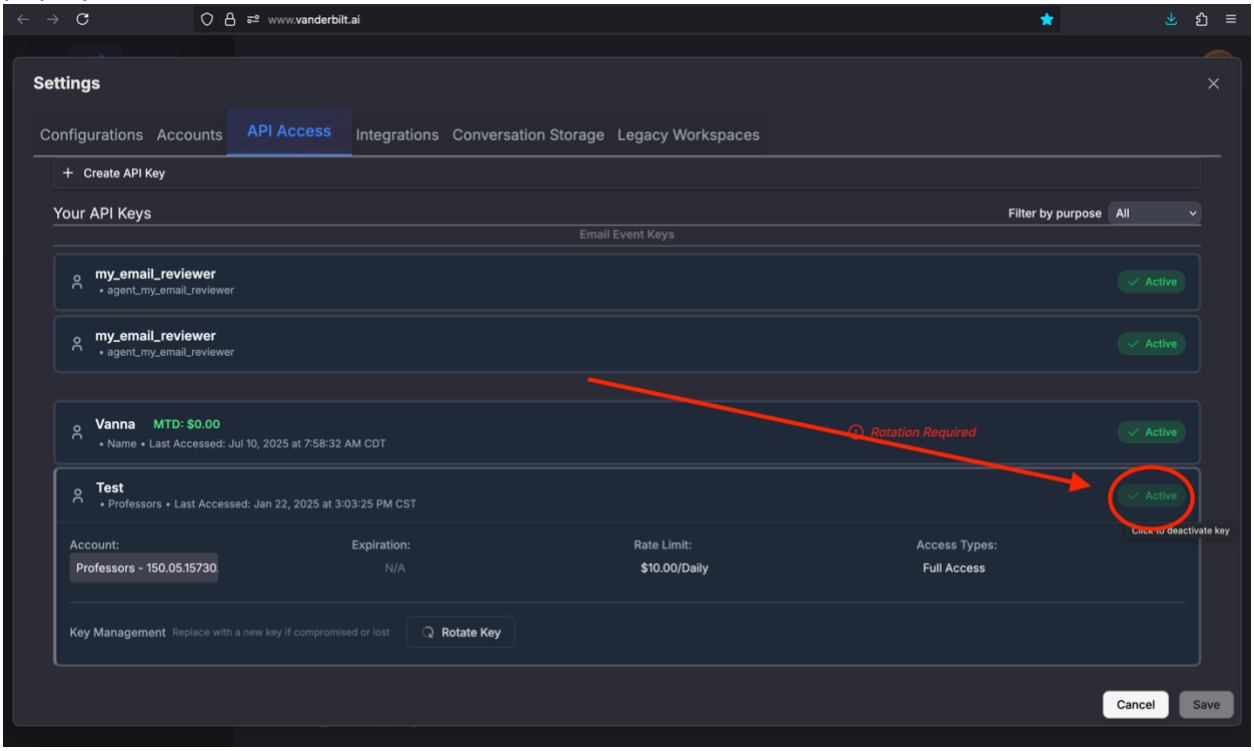
7. Scroll down and click the "+ Create API Key" button. Here, you can provide an application name, description, rate limits and expiration dates. **Click the "Bill To" dropdown and select the COA string/account information you entered.** This is what bills the API usage to the COA string.



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.