Creating a Billing Account

Only ProjectTalk users with a Master Corporate Administrator or an Account Administration permission are able to create a new billing account. Every account must have a name, a contact person, a phone number, and a selected method of payment. A new account can be created in the Create a New Account page.

Note: Although you may use your account immediately after you create it, the ProjectTalk Administrator must still validate your account. The ProjectTalk Administrator will notify you if any questions arise.

To create a new account

1. On the **My ProjectTalk** page, under the **Administration** section and click **Administer** next to **Account Administration.** The **Account Summary** page opens and displays a brief summary of all the accounts.
2. Click on Create New Account.
3. On the **Create a New Account** page enter a unique name for the account.
4. Enter the contact name, email address and phone number in the fields provided.

   – or –

5. If you are the contact for the account, select the **I am the contact** check box.
6. To choose an existing location, select **Company Location** and then select a from the drop-down list.

   – or –

7. To enter a new billing location, select **Other address** and then enter the new location's address information.
8. Under **Payment Method,** select the preferred method of payment, then enter the required information in the fields provided.
9. For credit card payments, you may use either a Master Card, Visa or American Express. The credit card number, expiry date and name of the cardholder are required fields.
10. **Note**: The Invoice method of payment is only available to pre-approved companies. Contact Meridian if you want to be pre-approved for this payment method.
11. Click **Done.**
12. ProjectTalk will immediately verify if the name is unique. If it is a unique name, a new account is created. You can now assign users to this account.