



## New Customers

### How To Give 8MS Permission to Access Your Resp Org(s)

In order to use 8MS, specific SMS/800 administration actions must occur. Two forms must be filled out and faxed to the SMS/800 Help Desk.

1. SMS-40 MGI Administration
2. SMS-58 PC & CA Special Request

**Step 1: We fill out the SMS-40 form.** Simply tell us verbally (or via email at [8mssales@csfcorp.com](mailto:8mssales@csfcorp.com)) the Resp Org(s) that you wish to activate with 8MS. We also need to know the Name and Telephone Number of your Resp Org's Primary contact or Company Admin in the Resp Org Approval section.

Once we have that information we will fill out the appropriate MGI Company Information and MGI Company Approval Information, and then fax it to SMS/800 help desk.

**Step 2: You will need to fill out the SMS-58 PC & CA Special Request form.** Go to the SMS/800 website at <http://www.sms800.com> and have your Primary contact or Company Admin log in. You will need to retrieve the SMS-58 form from SMS/800 - it will be marked with your secure barcode at the top of the form.

Fill out all the fields, Date, Resp Org ID, Company Name, Requestor Name, Requestor Phone, Requestor ID.

Under Request Description, fill out "Please allow csf Corporation access to the Resp Org IDs , specified in the recent SMS-40 form."

**When filled in, please fax the SMS-58 form back to the SMS/800 help desk** (currently at 866-458-0653) or as specified at the bottom of the form. If you can notify us via email or phone that you have faxed the form to SMS/800, we can help you monitor the completion of the request.

**If you have any questions or issues about the process or the forms, please call us at 732-356-6999.**

Normally, it takes 1-2 days to complete the access and activation process. We will contact you to confirm your activation.



## Existing Customers

### How To Change 8MS Access Permissions to Your Resp Org(s)

If you are an existing customer and you would like to add Resp Orgs to your existing access, remove Resp Orgs from your existing access, or change the behavior of unsolicited messages for given Resp Orgs, specific SMS/800 administration actions must occur. Two forms must be filled out and faxed to the SMS/800 Help Desk.

1. SMS-40 MGI Administration
2. SMS-58 PC & CA Special Request

**Step 1: We fill out the SMS-40 form.** Simply tell us verbally (or via email at [8mssales@csfcorp.com](mailto:8mssales@csfcorp.com)) about the nature of the additions, modifications, or deletions you desire. We also need to know the Name and Telephone Number of your Resp Org's Primary contact or Company Admin in the Resp Org Approval section.

Once we have that information we will fill out the appropriate MGI Company Information and MGI Company Approval Information, and then fax it to SMS/800 help desk.

**Step 2: You will need to fill out the SMS-58 PC & CA Special Request form.** Go to the SMS/800 website at <http://www.sms800.com> and have your Primary contact or Company Admin log in. You will need to retrieve the SMS-58 form from SMS/800 - it will be marked with your secure barcode at the top of the form.

Fill out all the fields, Date, Resp Org ID, Company Name, Requestor Name, Requestor Phone, Requestor ID.

Under Request Description, fill out "Please allow csf Corporation to modify our Resp Org access , as specified in the recent SMS-40 form."

**When filled in, please fax the SMS-58 form back to the SMS/800 help desk** (currently at 866-458-0653) or as specified at the bottom of the form. If you can notify us via email or phone that you have faxed the form to SMS/800, we can help you monitor the completion of the request.

**If you have any questions or issues about the process or the forms, please call us at 732-356-6999.**

Normally, it takes 1-2 days to complete the access modification process. We will contact you to confirm your changes.