



Practical training and resources for building a successful text marketing business

Account Setup: Creating a New Company

Use this guide to create a new company account and its admin user in your platform.

The screenshot shows the 'SuperAdmin Portal' login interface. At the top is the 'The Text Co.' logo with the tagline 'REVENUE-DRIVEN. FOR REALITY'. Below the logo is the title 'SuperAdmin Portal' and the subtitle 'Sign in to manage the platform'. The login form contains two input fields: 'Email address' with the value 'superadmin@text.com' and 'Password' with masked characters. A 'Sign in' button is located below the password field. At the bottom of the form is a link for 'Platform Management'.

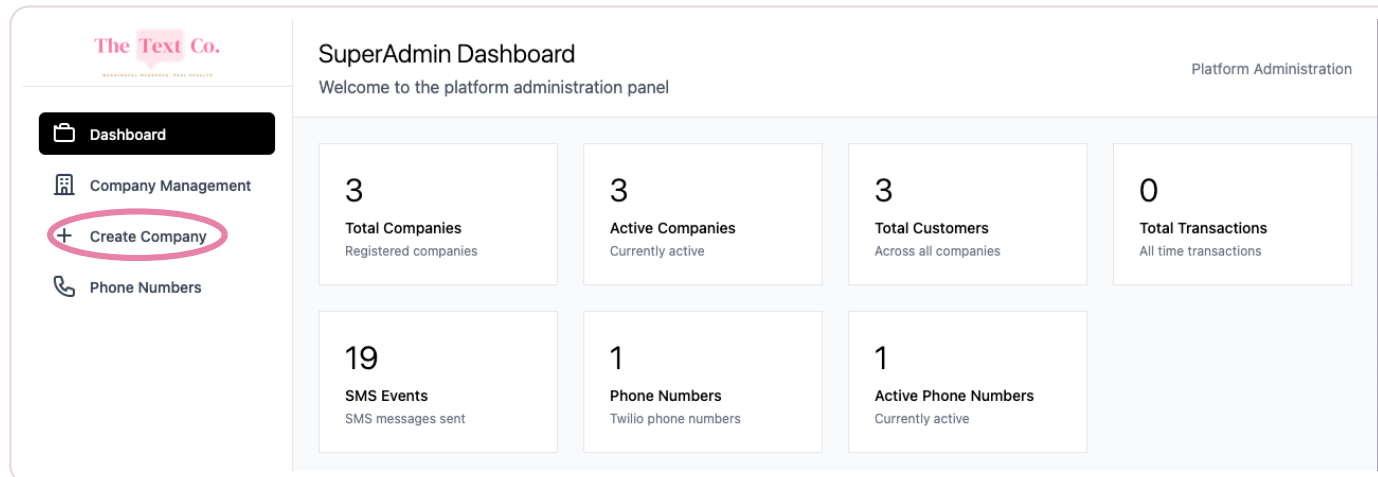
STEP 1

Sign in to the SuperAdmin Portal

- 01** Enter your SuperAdmin email address.
- 02** Enter your password.
- 03** Select Sign in to open the platform administration dashboard.

2. Open Create Company

After signing in, you will land on the SuperAdmin Dashboard.



WHAT TO DO

- 01** Use the left navigation to select Create Company.
- 02** This opens the form used to create the company account and its admin user.

3. Enter Company Information

Complete the Company Information section using the new client's information.

The screenshot shows the 'Create New Company' form in the Texta Academy Platform Administration interface. The form is divided into two main sections: 'Company Information' and 'Admin User Information'. The 'Company Information' section includes fields for 'Company Name *', 'Company Email *', 'Phone Number *', 'Industry *' (a dropdown menu with 'Select Industry' as the placeholder), and 'Company Size *' (a dropdown menu with 'Select Company Size' as the placeholder). The 'Admin User Information' section includes fields for 'First Name *' and 'Last Name *'. The left sidebar contains navigation links: 'Dashboard', 'Company Management', 'Create Company' (highlighted with a black background and white text), and 'Phone Numbers'. The top right corner of the interface shows 'Platform Administration'. The bottom left corner shows the user profile 'superadmin SuperAdmin' and a 'Sign Out' button.

The Text Co.
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Platform Administration

Create New Company

Create a new company account and set up the admin user.

Company Information

Company Name *

Company Email *

Phone Number *

Industry *
Select Industry

Company Size *
Select Company Size

Admin User Information

First Name *

Last Name *

superadmin
SuperAdmin

Sign Out

WHAT TO DO

- 01** Enter the Company Name.
- 02** Enter the Company Email and Phone Number.
- 03** Select the appropriate Industry.
- 04** Select the Company Size.
- 05** Fields marked with an asterisk (*) are required.

4. Review the Company Details

Before creating the admin user, verify the company information you entered.

The screenshot shows the 'Create New Company' form within the Texta Academy Platform Administration interface. The left sidebar contains navigation links: Dashboard, Company Management, Create Company (highlighted with a plus icon), and Phone Numbers. The main content area is titled 'Create New Company' with the subtitle 'Create a new company account and set up the admin user.' The form is titled 'Company Information' and contains the following fields:

- Company Name *: Test Company Name
- Company Email *: testcompany@email.com
- Phone Number *: 8885551212
- Industry *: Retail (selected from a dropdown menu)
- Company Size *: 11-50 employees (selected from a dropdown menu)

WHAT TO DO

- 01** Confirm the company name, email address, and phone number are correct.
- 02** Confirm the Industry and Company Size selections.
- 03** Continue to the Admin User Information section below the company details.

NOTE

The information shown in this screenshot is sample data. Use the actual client's information when creating an account.

5. Create the Admin User

Finish the setup by entering the information for the client's admin user.

The screenshot displays the 'Platform Administration' interface for 'The Text Co.'. The left sidebar contains navigation links: Dashboard, Company Management, Create Company (highlighted with a black button), and Phone Numbers. The main content area is titled 'Platform Administration' and contains a form for creating a company. The form includes a 'Company Size' dropdown menu set to '11-50 employees'. Below this is the 'Admin User Information' section, which has four input fields: 'First Name *' (containing 'Admin'), 'Last Name *' (containing 'User'), 'Password *' (containing '.....' with a note 'Must be at least 8 characters long'), and 'Confirm Password *' (containing '.....'). At the bottom of the form is the 'Email Verification' section, which states 'Email will be auto verified. A welcome email will be sent to the admin user.' A black 'Create Company' button is located at the bottom right of the form, circled in red. The bottom left of the sidebar shows the user 'superadmin' with a 'Sign Out' link.

WHAT TO DO

- 01** Enter the admin user's first and last name.
- 02** Create a password of at least 8 characters and enter it again to confirm.
- 03** Your platform will automatically verify the email and send a welcome email to the admin user.
- 04** Review the information, then select Create Company.

NOTE

Next step: attach the company's Twilio phone number. That process is covered in the Phone Numbers guide.