

# Changing Basic User to an Administrator and vice versa

An account holder can change the level of authority from a Basic User to Account Administrator or from Account Administrator to a Basic User.

All **Account Moderator's** must be over 18 years old and can:

- Add new services
- Transfer ownership of services
- Update/change contact details, including phone numbers
- Disconnect a service
- Relocate services to another address
- Replace a missing/lost SIM
- Modify the monthly plan
- Add and remove other administrator users
- Check usage
- Raise faults and complaints
- Request or process a payment extension

- Update the payment method on file and modify the preferred billing notification
- Make a payment through My Account
- Access Bill history, and so much more

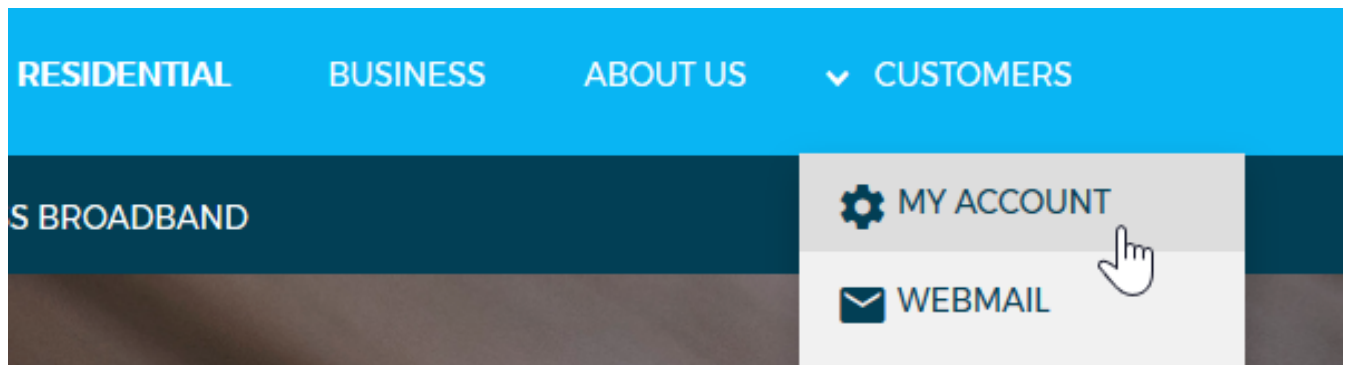
A **Basic user** is primarily intended for email use only and has limited access. They can view service usage but cannot make any changes to the account or modify settings. Compared to Account Moderators, Basic users do not have the option to modify the plan or access the Billing section.

The screenshot shows the 'spintel MY ACCOUNT' interface. The top navigation bar is blue, with 'spintel MY ACCOUNT' on the left and 'DASHBOARD SERVICES > MY ACCOUNT' on the right. The 'MY ACCOUNT' link is highlighted with a red box. Below the navigation bar is a grey header area with a blurred profile picture and a dropdown menu labeled 'Select another service'. The main content area has a blue header for 'Service Details' and a white body with fields for 'Plan Price', 'Plan', and 'Service Address'. Below this is another blue header for 'Service Usage' with a date selector set to 'SEP 2024'. The body shows 'Phone Usage Charges: \$0' and a note about processing times.

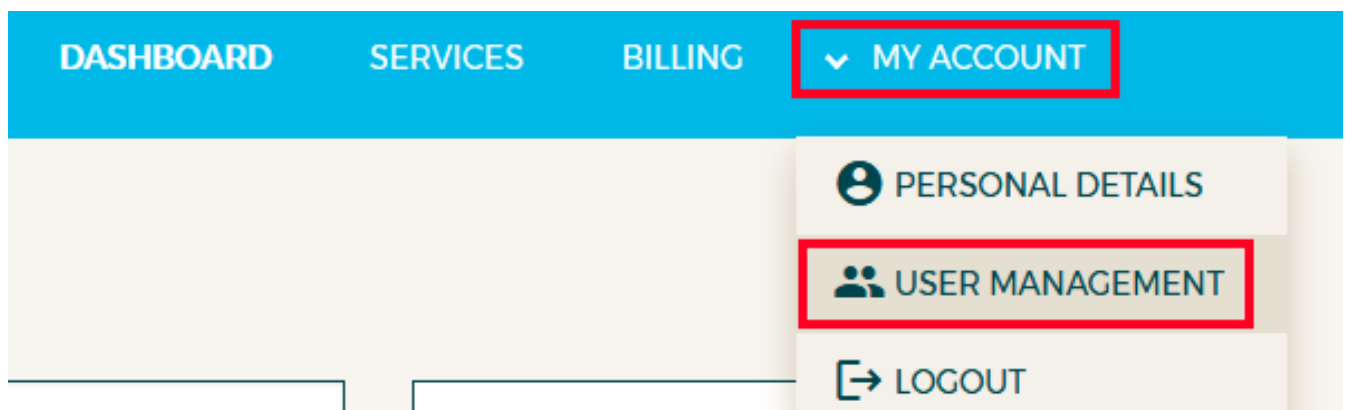
However, if they wish to make a payment, they can do so by making a one-time payment through the website, as long as they have the account number, the bill number, and the amount ready.

## To change the between User types:

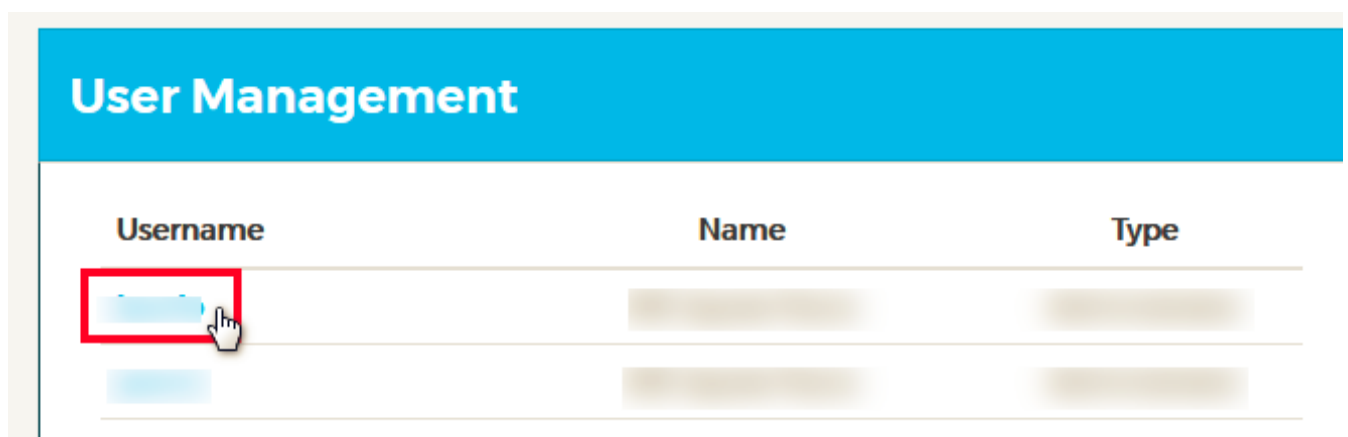
1. Login to My Account



2. Once logged in, click **My Account** and select **User Management**



3. Click on the username you want to modify



4. Select Change User Type and choose the new user type

User Details

Name	Account Type
	Basic
Email	Mobile

User Management

Change User Type

Reset Password

Delete User

## Change User Type



Changing permission for user [REDACTED]

### Basic Users

- Read-only access.
- Can monitor service usage.

### Administrator Users

- Full account access.

All user types include a @spin.net.au email address.

Basic



Basic

Administrator

5. Click Submit Change to apply.

## Change User Type



Changing permission for user **DOBAEMONT**

### Basic Users

- Read-only access.
- Can monitor service usage.

### Administrator Users

- Full account access.

All user types include a @spin.net.au email address.

Basic



Cancel

Submit Change

Click **OK** to view the changes.



## Success

The user type has been updated successfully.

OK



### User Details

Name

Account Type

Administrator

Email

Mobile

[Redacted]

[Redacted]

### User Management

Change User Type

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Delete User

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