



## XBAND CLIENT ONBOARDING GUIDE

There are two methods of subscribing to our service. You may create an account and then order the service or you may order the service and create your account at the time of check out. This guide will walk you through creating an account, ordering the service and checking out to complete the order.

Please go to the main [Xband Enterprises](https://www.xbandenterprises.com) homepage and click on the log in link at the top right of the page. Home page: <https://www.xbandenterprises.com>. Figure 1.

### Log In or Register

If you do not have an account on the XBAND system, please click "[Create a New Account](#)" under the "Login" Button.

Alternatively, if you have a "Gmail" account you may also use this method to create and sign-on to your account.

- Please verify your email address to avoid any future interruption of service.

A screenshot of the "Secure Client Login" page. The page has a dark blue background. At the top, it says "This page is restricted" and "Secure Client Login". Below this, there is a white box containing the login form. The form has a heading "Sign in using social network account" with a Google "G" logo, followed by "or use your account". There are input fields for "Email Address" (with the placeholder "Enter email") and "Password" (with a "Forgot?" link). Below the password field is a "Remember Me" checkbox. A blue "Login" button is at the bottom of the form. At the very bottom of the white box, there is a link: "Not a member yet? [Create a New Account](#)". A red arrow points to this link.

FIGURE 1

# REGISTRATION

FIGURE 2

1. Complete the registration.
2. An email will be sent to validate your email address. Please go to this email account and click on the validation link.
3. If you are unable to find the email, please check your spam folder.

**NOTE:**

XBAND does not respond to email requests which have not been validated in the system.

Once your account has been validated, you may log into the [Client Area](#) and [Order New Services](#), [Open a Ticket](#) or [Pay an Invoice](#). There are many advanced features of the **Dashboard** which will help your business manage and govern the relationship with XBAND. **Note:** “**Your Info**” and “**Contacts**” associated with your account will be listed appropriately.

FIGURE 3

On the left-hand side, hover or “Services” and click on “Order New Services”.

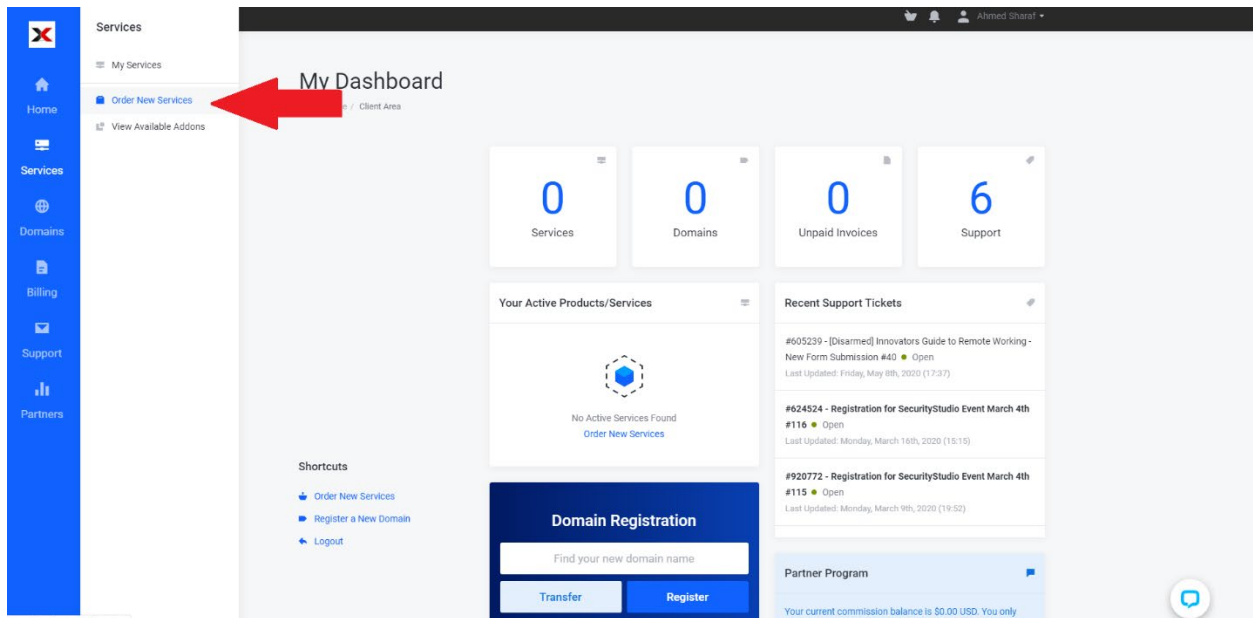


FIGURE 4

On the service menu, click on “[Online Meeting](#)”.

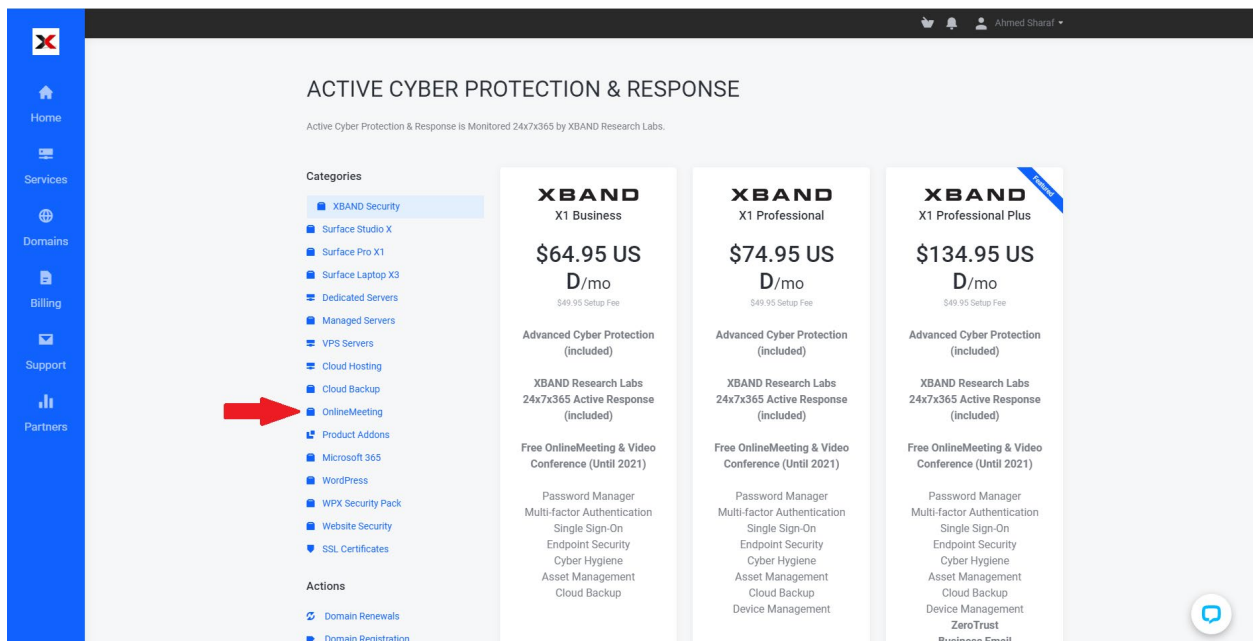


FIGURE 5

Select the "Online Meeting "Professional" Edition.

The screenshot shows the X BAND website's pricing page. On the left is a blue navigation sidebar with links for Home, Services, Domains, Billing, Support, and Partners. The main content area features a promotional banner for a "FREE OnlineMeeting 'Pro' Version Until 2021 - HIPAA Compliant with End-to-End Encryption". Below the banner are three pricing cards:

- Starter:** \$4.95 USD/mo. Includes Online Meeting & Video Conferencing, 4 web participants, 200 web + phone participants, 4 full HD video participants (720p), unlimited meetings, custom meeting URL, and instant/scheduled calls.
- Lite:** \$9.95 USD/mo. Includes Online Meeting & Video Conferencing, 10 web participants, 200 web + phone participants, 10 full HD video participants (720p), everything in Starter Plus+, meeting lock, and integrations with Google and Slack.
- Professional:** \$13.95 USD/mo. Includes Online Meeting & Video Conferencing, 30 web participants, 200 web + phone participants, 12 full HD video participants (720p), everything in Lite Plus+, and remote control. A blue "Featured" banner is on the top right of this card, and a red arrow points to it from the right.

A "Chat" icon is visible in the bottom right corner of the pricing area.

FIGURE 6

Add Service to Cart:

The screenshot shows the "Add Service to Cart" page. It features three service cards, each with a list of features and an "Order Now" button:

- Service 1:** Meeting chat, Attendance reports, Chat reports, HIPAA Compliant, End-to-end encryption.
- Service 2:** Custom branding, International dial-in numbers.
- Service 3:** (No features listed).

A red arrow points to the "Order Now" button of the third service. Below the cards, a section titled "Included With Every Plan" contains a checkmark and the text: "With the highest HD audio and video quality, interactive collaboration tools and artificial intelligence capabilities, OnlineMeeting transforms communications with a smarter, faster, engaging and actionable meetings experience."

Click "Order Now" at the bottom of the page to add the service to the cart.

FIGURE 7

This will provide you with the opportunity to review the service description and configure any additional features. Click **“Continue”** to proceed.

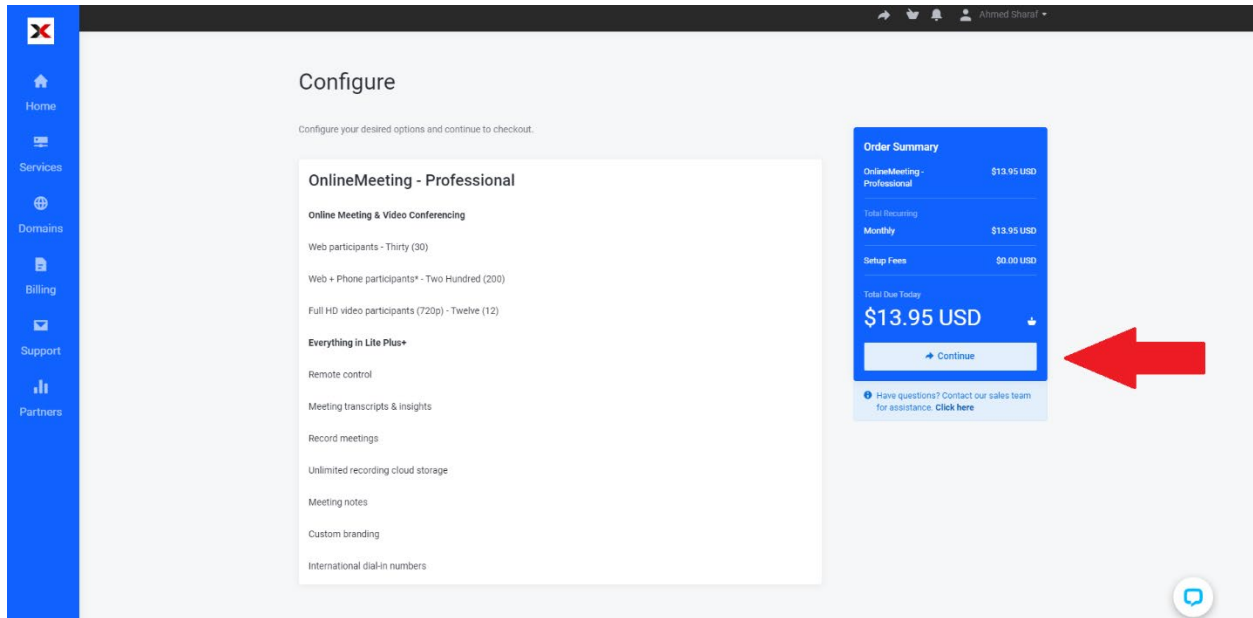


FIGURE 8

On the proceeding screen, you may select additional accounts by using the up and down arrows or entering the desired number of accounts. Afterwards, please click **“update”**. This will update the number of accounts in the cart. Subsequently, you may add any associated **“Promotion Codes”** and click **“Validate Code”**.

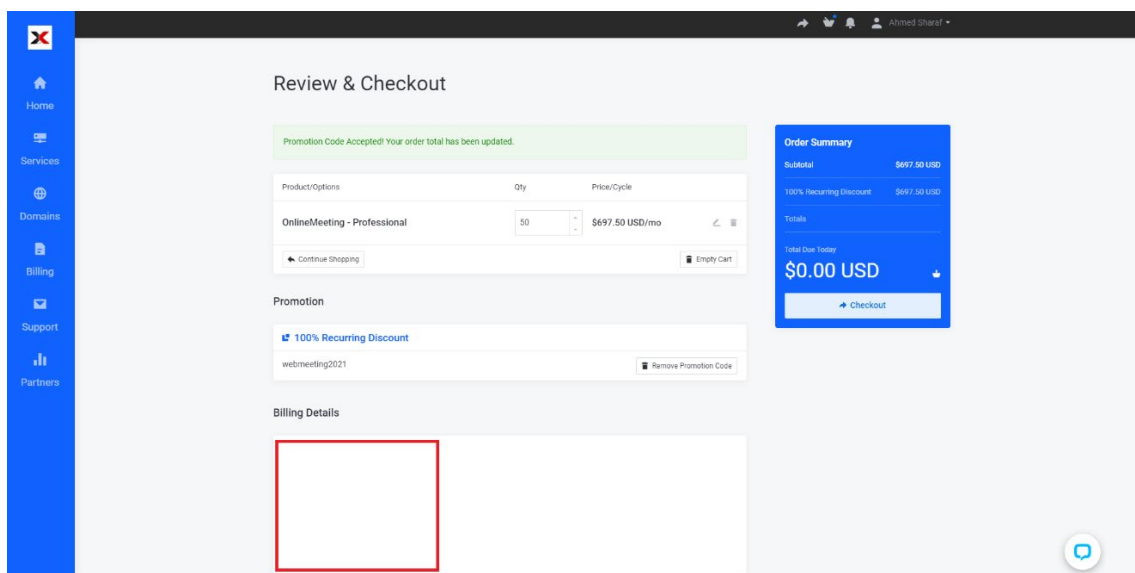
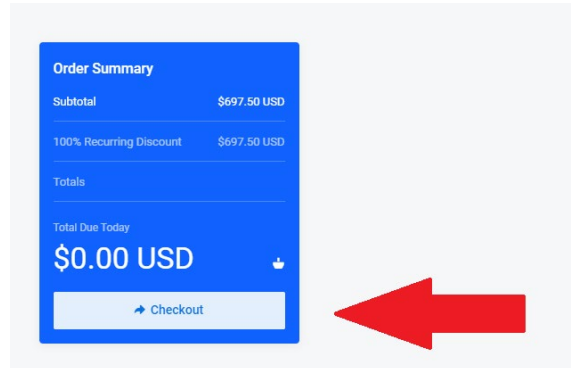


FIGURE 9

In this instance, please use: **WEBMEETING2021**

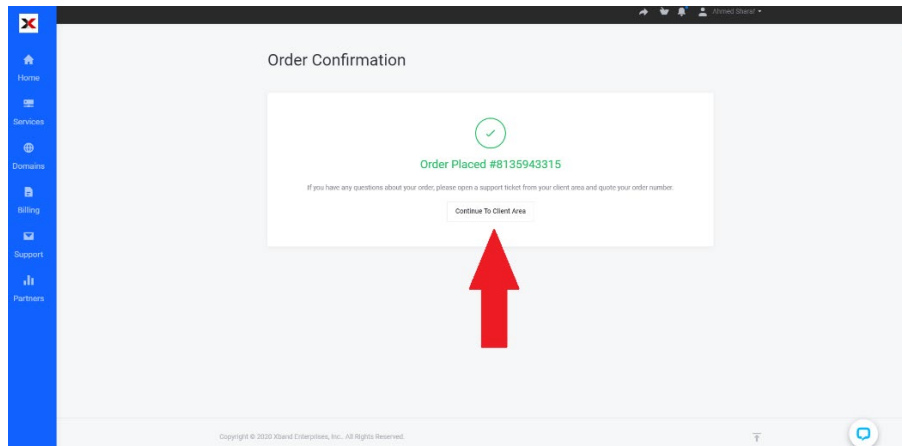
Please validate the “**Billing Address and Payment Method**” and review and select the “**Terms of Service**” option box. **Terms of Service:** <https://www.xbandenterprises.com/terms-of-use/>

Click “**Checkout**” to complete the order.



**FIGURE 10**

Your order is complete. If you ordered multiple accounts, please open a ticket and provide the additional account information. Otherwise, an XBAND representative will contact you for additional details or guidance.



**ORDER PLACED – PLEASE RECORD TICKET NUMBER**

**Additional Resources:**

Knowledgebase: <https://exchange.datacenter.xyz/KB/Article/38863>

Desktop App: <https://exchange.datacenter.xyz/KB/Article/38968>

Android App: <https://play.google.com/store/apps/details?id=net.serverdata.newmeeting>

iOS App: <https://apps.apple.com/us/app/online-meeting/id1494540201>