

## Obtaining access to view phone bills in Pinnacle

The account holder i.e. organizational department manager/ project manager associated with the chartfield string must first email [Telecom.Support@untsystem.edu](mailto:Telecom.Support@untsystem.edu) requesting that alternate individuals be given access to Service Changes and Departmental Phone Bills.

In the email please specify:

- The list of alternates along with their EUID and Email Address for each person
- A list of each complete chartfield string to be assigned to the designee  
\*If access to all chartfield strings is being requested to that organizational department then please specify that in the email.