

This guide uses [SO568467](#) as a template order.

You will need to have the “Define Instruments IoT User Information” line item filled out with the appropriate serial number and email for the customer admin.

Define  
Instruments  
IoT User  
Information

IoT User Information (Required to Activate Account)

Company Name: AMS Services LLC

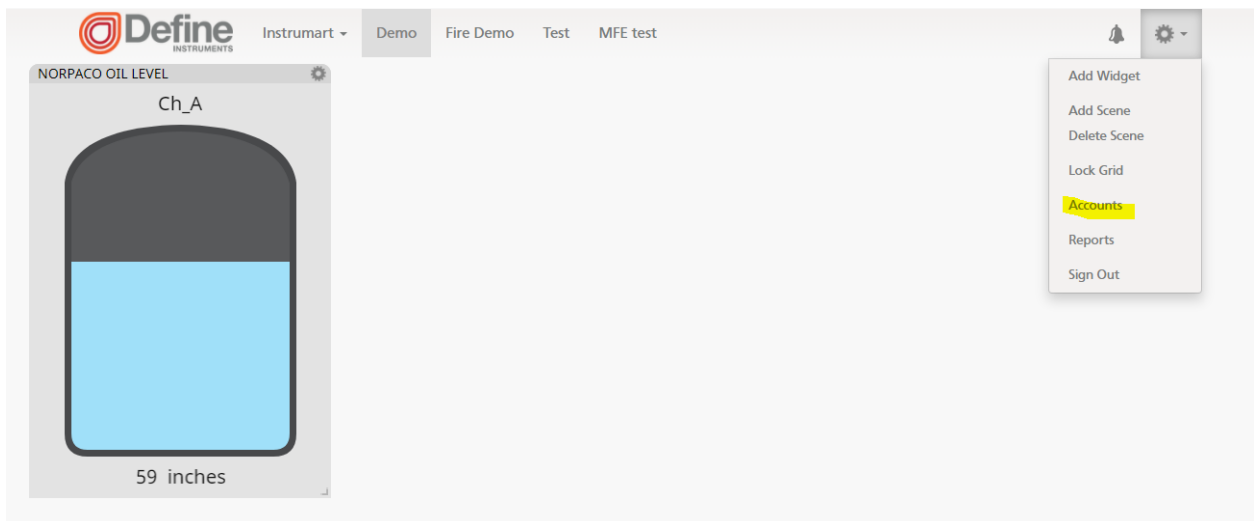
Contact: Dave Dyer

Email: [davedyer.ch@gmail.com](mailto:davedyer.ch@gmail.com)

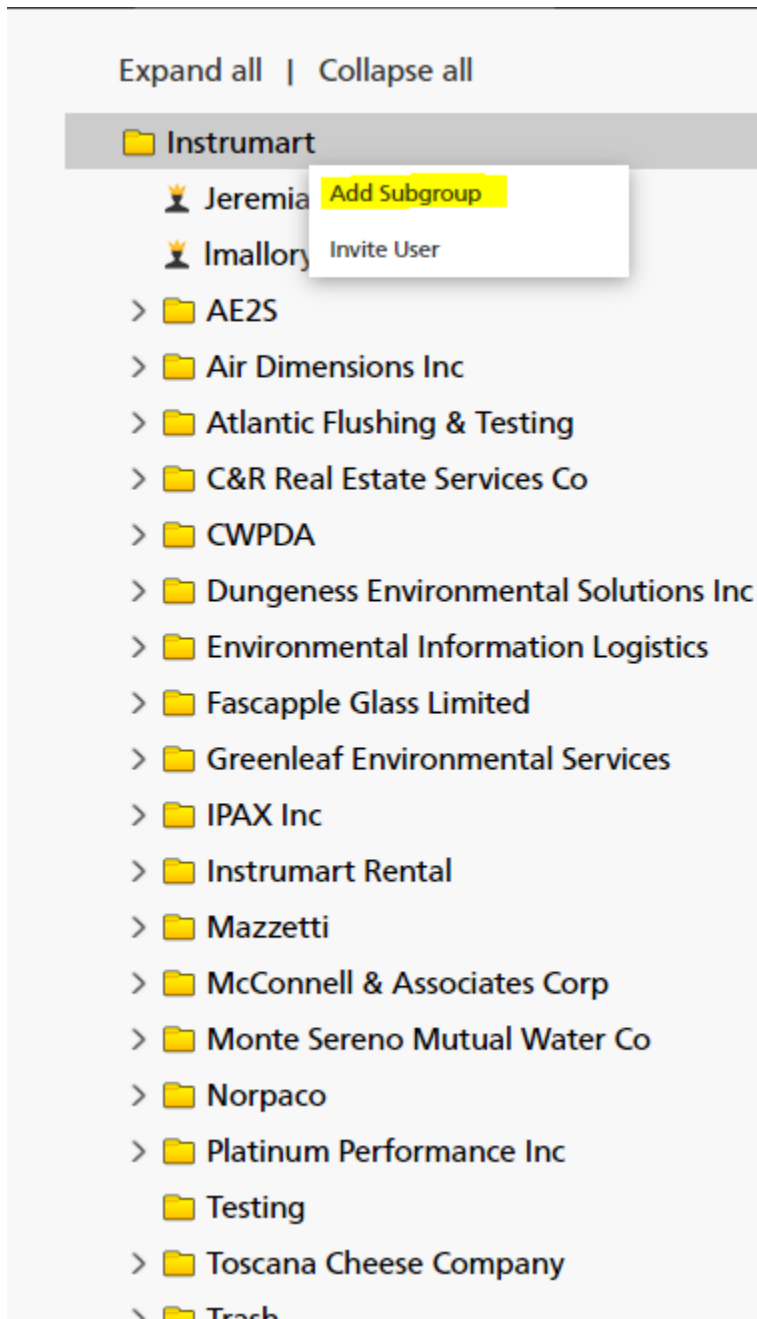
Part Number(s): ZEN6-HV-CM1

Serial Number(s): 5719003

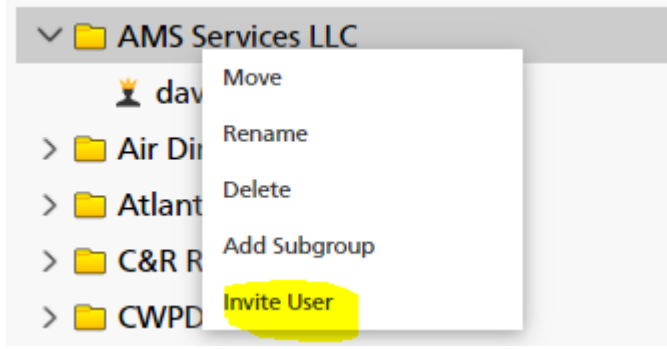
- 1) Go to [define.live](https://define.live) and sign in.
- 2) Go to accounts



3) Right click the Instrumart name and add a new sub group if it is a new customer.



- 4) Right-click your new sub group and select "Invite User". Enter in the contacts email and select "Admin" for privileges.

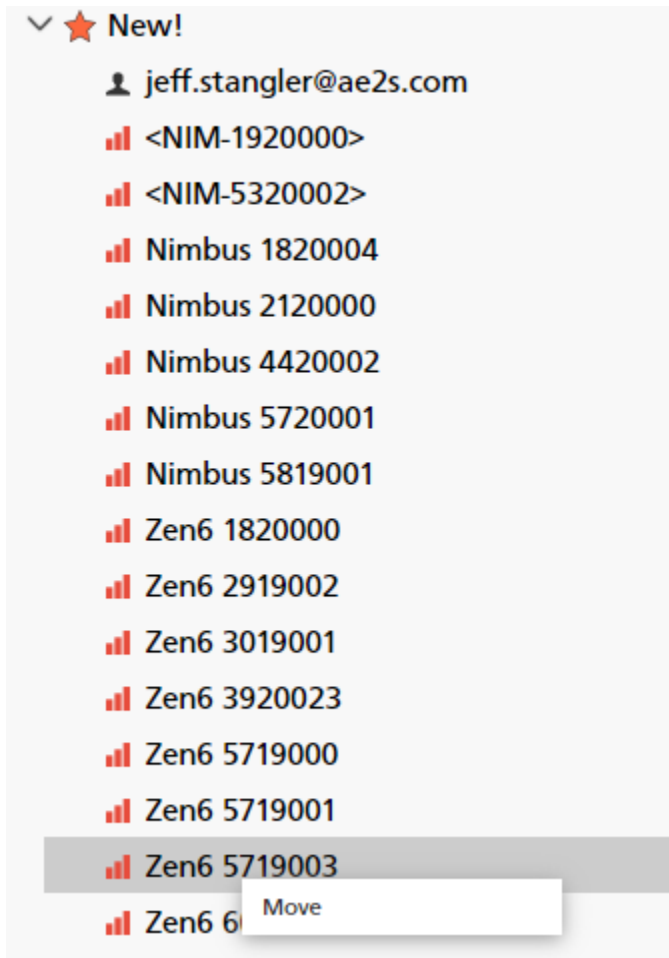


**Email:**

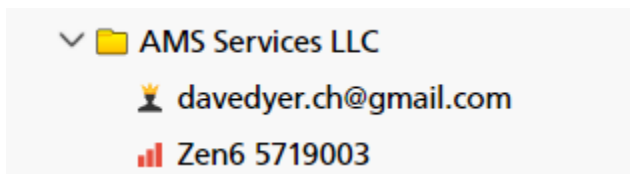
**Permissions:**

**Invite User** **Cancel**

- 5) Find the serial number for the device you are going to use in the “New!” section, right-click it and select “Move” and select the subgroup from your previous step.



- 6) Your subgroup should now look like this:



- 7) You now must go into NS and create a *separate* PO for just the data plan associated with the order. Simply paste the “Define Instruments IoT User Information” line item into the PO. [PO170500](#) for this order.