



GETTING STARTED WITH GROUP BILLING

Here's how you can make billing easier by consolidating your accounts.

Feel free to contact us with questions at 1-877-570-0500 or businesscare@sparklight.biz.

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- 1. Master Account** – A Master Account, also sometimes referred to as the parent account, is the account that will contain your billing address and the balances from each of your Child Accounts.
 - 2. Child Account** – Child Accounts are the secondary accounts that fall under your Master Account. Upon billing cut off, the money owed on the Child Account will roll up to the Master Account.

Note: Being set up on group billing will require that you designate one account as the Master Account. **In addition, all subsequent Child Accounts will need to be at a zero balance.** As an end result, you will no longer receive multiple invoices. You will receive one detailed invoice with each account represented and broken out by address and account number.

Before we can group bill your accounts, please fill out the following requirements below:

Name of the Business

Contact Phone Number

Designate one of your accounts as the Master Account

Contact Email Address

Contact Person

Billing Address

1. Please attach a list of all Child Account numbers.
2. Select your preferred billing due date from the list:
15th 20th 22nd 25th 28th 30th 2nd-3rd 5th-6th 9th-10th
3. Confirm all your Sparklight Business accounts are at a \$0.00 balance.
4. Once the above requirements are met, please **save and email this form** to businesscare@sparklight.biz or fax to **Business Care at 1-888-388-9074**.

What you can expect

1. We will update any or all accounts to the preferred billing cycle once at a \$0.00.
2. Please be aware, due to billing cycle changes, there may be prorated charges on your next monthly statement.
3. Next, we will link your Child Accounts to the new designated Master Account.
4. We will then go into your Master Account and add the provided billing address and contact number.
5. We will reach out to you by phone or email once the changes have taken place.
6. You will receive one Master Bill once all is completed.

Please let us know if you have any questions.

We can be reached at 1-877-570-0500 or businesscare@sparklight.biz

Thank you for choosing Sparklight Business!