

Moje firma

ADMIN GUIDE

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Where to find Moje firma portal

www.t-mobile.cz > select the Entrepreneurs and companies tab on the top bar; click to view the Moje firma tab.



Direct access to Moje firma portal – <u>https://moje-firma.t-mobile.cz</u>

1. Login to Moje firma portal

1.1. Sign in to Moje firma portal

At <u>www.moje-firma.t-mobile.cz</u> enter your service number in the Single entry field.
 You can use this login method even if we have created a **temporary username*** for you.

Ŧ	≙ TANAN Mina 🗇 Send SAR 🖗	lineary .
	:	ign in to Moje firma portal
	59	in with your user owdentials or get a one-time password. How to sign in? Read the conditions for using the Maje firms portal.
	Usemame and password	One time entry
	Passed	Enter number in the format 604123456 or TV123456 Sond password
	Forgetten password/blocked account?	©. Signia

* The temporary username is used instead of a phone number or service number to sign in. We will send it to you via SMS when you create an admin role.

We will send a one-time verification code (one-time password – OTP) to your phone or email. Never share this code with anyone.

B., 6446	
by sms	
We sent a one-time password to your phone number. If the message is not delivered within a few minutes, make sure your phone is on and your SIM card is active before stying again.	
Dec line passent	
Send one time password again Sign in	
Did you not receive your one time passward? Back to login	

• On the next page, you **create a username and password to login to the portal**.

Elsenane	Your safety is our priority
Mere personol	To prevent immet found, we now require you to log in with a
Constant de la constant de	username and password.

• Once you have created your details, you will not remain logged in for security reasons. You must therefore log in.

1.2. How to login to Moje firma portal

www.moje-firma.t-mobile.cz

Log in using your username and password.

Sign in with your user	credentials or get a one-time password. How to sign in?
Read the	conditions for using the Moje firms portal.
Username and password	One time entry
Username	Phone or service number
Testing	Enter number in the format 604123456 or TV123456
Persent	Send parameter
	0

In the next step, enter the one-time verification code that you will receive via SMS.

Vítejte v M	loje firma
We sent the verification code to "+42080"****43", please copy it Authoritation code Send verification code again Login Have you not received your verification code? ❤	Terro stop verification To prevent online fisual, we now require identity verification via SMS or email to log in to the portal.

1.3. Forgotten password

- If you don't remember your login password, you can reset it at <u>https://www.t-mobile.cz/zapomenute-heslo</u>
- You can also reset a forgotten password by clicking through from the login section of Moje firma portal

Sign in with your user o	edentials or get a one-time password. How to sign in?
Read the c	anditions for using the Maje firms portal.
Usemame and password	One time entry
Username	Phone or service number
	Enter number in the formal 604123456 or TV123456
Password	Send password
	0

• Enter your username or phone number/service number.

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0	Covéření Ověření Hyra preci zaselje velo tresa pre servurkace, at jane a jatí, že ploto sepredo try Mais pre komunikaci

In the next step, **enter your admin password or a control question**, if applicable.

	Poslední krok ubie vezdelo rezelite, ko teo = 4000****40 pre zestá jetovstvoj tet pre zestá jetovstvoj tet pre zestá (jetovstvoj tet pre zestat) ubie o o o o o o o o o o o o o o o o o o o
	Nastavení nového hesla determinación de provedinaces transmission de service caracterization de service caracterizatio de service caracterization de service caracterization

• Copy the password from the SMS message and enter your new login password.



2. Service settings

- 2.1. How to change settings and service parameters for phone numbers
 - Before making changes, **first select the phone number** to which your request relates.



Then click Search.

		01	verview			
0	704602 704602542(H2H1PioFer	u without Reaming and without commitment)			X Second)
	Res changes	Number transfer within 7-Mable	Tere number	iii Nepera	France Contract	

Next, follow the relevant section of the handbook.

2.2. Blocking and unblocking – loss/theft

• Find the phone number you wish to block and click on **Blocking loss/theft**.

TP Map (S restored D) navnan - 👙 dans		$\hat{\mathbf{g}}_{i}$ mass induces () and () and (
Trans Overview Servi	oes Milling Olding Posties Step C	ompers menspement ~	
Balleon - Secura (2011			
	704.60	2 403	
			An one has a
Yesse	1941	Data	Roamany
-	-	-	
			0
1	· · · ·	Auge 2012	Terrenter is tracitated
Garrielle	96-0	Not the large offers and second second	
Terliniange Dated	Dead	Rainger Deal	Not us the service
Unpaid letts	C2X 639.82 with 127	Astual speeding	C3X 538.78 without V27
totaling prop. 2710.241	for a filling	this is a privation	Aparatoguited
The second second second			
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Basic data			
Terretoriation	1007.01		for the same by tractic Di
The second s		Total and	
The second		SIR out	Diversities, 3rt 🔯

Confirm your order.

TT Maje	Q 1845 84		н ө) čety			8	Ratina Dedisheré 👔	CII. 0.420479 v	
T' firma	Overview	Services	Billing	Billing Profiles	Shop	Company management ~				
Bevius > Bevius	wat - Societa	au/Theft								
				Bloc	king	loss / theft				
					704	602.403				
					Orde	rsummary				
Service							Action	Price without VAT	Price with VAT	
Backers into	(thereis and						Atlata	C2N 0.00	C2X 0.00	

The order is complete.

	704 60	2 403		We have successfully accepted ²² your order for processing Your orders
	SMS	Data	Roaming	The order is processed automatically and ne usually complete it within a few minutes
)	Defined	Services 1.8-03 Science 1.8-03 Science and processing	The service is deactivated	
Ovial	Deal	Packages Detail	Set up the service	

• You can see a blocking notification* for a blocked SIM card. To cancel the block, click Unblock.



* A warning that the number is blocked is displayed when the page is refreshed (CTRL+R / refresh).

Confirm your order. Blocking or unblocking is free of charge.

		Blocking loss / thef	ft		
		Order summary			
Service			Action	Price without WZ	Price with VAT
Becking loss	/met v		Descrivation	C2K 0.00	C3K0.00
					- Recorder
	704 60	02 403		We have your order View order	successfully accepted r for processing en
d the outlomer's requ	nt. The reason for the blockage is loss. (theft,	_	•	Contraction of the automatic exercises of the au	is processed celly and we usually it within a few
	SMS	Data	Reaming		

* The blocking warning will disappear when the page is refreshed, and the service settings will become available.

2.3. PUK code

• Find the phone number for which you want to retrieve the PUK code. In the number detail in the **Basic data** section, click the Show button next to **PUK codes**.

Territo anticipa	pt det all'espacement i a langeration i di	BalingLass, Theb	
ilasis data			
Territorrunden	704022-001	1.11	ter (194) dama baj panjar 🔝
Technology (Spling		Contract.	ter en redeficien person 🔛
the second	Sector Contractor (1994)	100.000	Diserce 200, 5rd 🔯
Secology and Standards	Or indexedly	1000 Sectorization	Sequence Reptors
1993	Report a cons	POR sender	
Territor alter	Ref and		

• To view the PUK code you need to enter the password for communication.

PUK codes 704 602 403	
2 User sufferentication POX deglary	
User authentication	
Parsand for communication	

Both PUK1 and PUK2 are available.

	PUK codes 704 602 403	
	0 20 Cher sufferitisation PDK display	
	PUK display	
	Part 🔹 👘 🗞	
	Puiz O	
c field		

2.4. Activating and changing data packages

• <u>Find the phone number</u> for which you want to activate or change data packages. In the Data summary, select the package by clicking the **Packages** button in the **Data** widget.

T the distance Distance	n 🙀 dang		$\hat{\underline{A}}_{i}$, where exploring i , i.e., i , the second i ,
"It time Overview Services I	Hing Olling Profiles Step C	ompany management -	
Reference of Security Security			
	704 60	2 403	
Veice	3M3	Data	Roaming
\sim	\sim	\sim	
((Amazer (1912)	The rest of the states of
Generality	141-13	Notice to a street second and	
Terlit darape Dated	Peter	Ladage Seal	Fol or Records

Expand the drop-down box with the offer you want to use (one-time or recurring increase), select your package and confirm with the Activate button.

Man	agement of dat 730 143 972	a packages	
wailable data packages			
One-time increase of data in the Cosch Republic and	the EU		× .
Repeated increase of data			
Mobile Internet 162 MB	•	123,04 Million and 107 148,00 Million and 107	Activate
Mole inserver 400 MB	•	205,79 64 without UN2 249,00 KB with VAT	Activate
Mole internet US 08	•	288,43.94 without UN 348,20 KB with VAT	Activate
Mobile internet 3 GB	•	SPUSP 62 without UK7 449:00 KB with UK7	Anti-sale
Muble internet 10.08	•	534,34 64 without UK2 649,00 KB with VK2	Activate
Mola Inserved 30:08	•	205,65 58 without 107 849;00K8 with 107	Activate
One-time data increase - payment by card			

• Choose whether you want to activate the package immediately or on a specific date.

Pac	230 543 972
	2 der dele Order surrenary
	Order date
Online figure	Instructure Producered Sizest Producered Destported only
	Cardina

Check and confirm your order.

Package activa 730 543 972	tion				
1 Droter date Order summary) umay				
Service	Action	Price without URT	Price with UK		
Muble internet 3:08 🛩	Activation	G2K 37107	C2X 449:00		
The car find pre-contracted information in the Decements to download, alongs under the name of the selected terM or other selected services. Download them for also uncertainty, later use and reproductive unchanges.					
(hot			- 1		

Once you have completed your order, you will get back to the phone number overview.

2.5. Mass changes

• After logging into Moje firma portal, select the Mass changes link on the link page.

	01	verview			
Q. Search for a record by number,	alas ar biling group			Smith	
Kanakagan	Randon transfer althir f Malake	The surface	iii Ispart	Energe Contract	
Billing status	Detail of Billing	Order status		Overview of Oxform	

• Give your bulk order any name you like and select the area you need from the transaction dropdown.

Hromadné objednávky		
Sprangets Terms CBI UAT Surfary T-Mobile ET 1 Removed amigrams (r 42/02/403806,1,1 Business, Contract Zmbrit strikeve		
Vytvořit novou objednávku		
Tool Wonald dijebide		
Zminarteitu e nestaenti elubek (eletinos, deeltinos, peliny)	^	
Entering and a network subsection of the previous, events and previous and the previous of the		
Restriction shifty Zmine fettured/i stupiny		
Prehied Hromadnych objednavek		

• To change your tariff and service settings, select a product category and click the Search button.

	Výběr produktu	a pro Hromadnou objednávku		
Kangon probabil 1	n Nam probins		Vynledat	
	- New York	iedijame tikihel produkty.		
Husovii tarihy se sienskam				
Hancel tarly becales to				
Datovi tarify sa pivackem				_
Denvel tertty bez clivadou				
Barring .	Produkty a sluiby	Rychilå navigace	Podpora	
ReamingersLordhochsini	facility pro poditrikatele facility pro widel. forme	Wyaktowiel a platity Reamingrad of the	Pedminky a Dokumenty Namola	

• Confirm the selected service by clicking Activate. You can also deactivate or change the service.

v	jbër produktu j	pro Hromadnou objed	návku	
Salayarkycolddi - Y Navopental				Vytiedat
Näzer prohátu	Cena	Arthrace	Dealethrace	Zmina
Rohaon - Hobbini deta	0.42	Aktivevat	DealtSvovat)
Bokee det «meming»	0.02	Aktivovat	Deaktivovat.	
Biokace slubish placenjich ordine platebni kartou	0.42	Aktivovat	Deaktivovat	
Extra-data k telefona	0.42	Aktiveval	Deaktivovat	
Detra-dieta ik takieforov	0.65	Aktiveval	Deaktivovat	
Nobin' internet 1508	340.62	Aktionat	Desistion at	

Confirm the parameters (it may happen you do not need to fill in any data).

Vybraný produkt								
Název produktu	Coma Alico							
Diskace - mobilini data	0 KZ Aktivovat	Vybrat jinj produkt						
	Upřesnění parametrů objednávky							
K dispozici reģeru žādnā parametryk vyplnāni, pokračujte na datīli strānieu.								
	Potvrdit parametry							

Enter the phone numbers you want to change, and submit your order.

	Upřesněte parametry pro hromadnou objednávku Zvůk obvdněku	
	Vybraný produkt	
Nizes produkte	Gera Akos	
Bokace - mobilini data	0.62 Aktives	Vybrat (inj produkt
Protostant information raiserate v Outvo	eneriest in exalest, day part sizeen anderste terfs, plyaalei dall ondersi dalley fotivite siys prochty detumersan, pantjähe pad ti	mprodukse o mproduksi podobil.
	Upřesnění parametrů objednávky	
	K dispecto inspine 244nd parametry k vysteleń, potradujna na dolik strówku.	
	Zerdrit paramety	
	Výběr tel. čísel pro hromadnou objednávku	
	POwerCantoR P200040818]

Confirm your order.

Potvrdít odeslání objednávky	
Montachni objechnivka je nastavana pro 2 telefornich Dael,	
Zplit Foleraltwar v objectidator	

In the bulk order report, expand the details of your last order and check that all changes have been made correctly. If you see any error in some of the changes, download the summary.

	Pieł	led Hromadných objednávek			
Niem stjindrahty - Testování	Transakos v Zmima stubito pro Oldo	Datum oldjednikky ~ 16.00.3004	Stav -	Polist Deal -	
		2			

• The downloaded summary will show you which phone numbers have not been changed. This could be, for example, because the number is not active under your Master Contract, or the service is already set up, or it is not compatible with another service. At the same time, you will see the phone numbers that have been changed correctly.

	A	8	c	0
1	Telefonni Bolo	Čislo obje	Stav policity	Popis div/by
2	730043973		validation error	N/L
3	704602403		validation_error	Zadaná položka (služba/fakturační skupina) nepatří pod zadanou rámozvou smlouvu a nemůže z ni čerpat výhody.
4				

2.6. Corporate network – changing settings

• Find the phone number you wish to administer, and click the Service settings button.

Tituta Overview Services	nen 👜 fan, Bling Olling Profiles Step O	ordenamenagement -	ġ, mene katalan (ini, manani i	
Referent - Torian Aller	704 60	2 403		
Voice	345	Data	Roaming	
			O Transformer	
Tell Area		Radiagan Data	No as incometer	
Urgand Mills Investing program (Classifier	C2K-63F-82 with 167	Actual spending	CAX NOT IN without Vit	
Linearentras de la constante	indumen e lagender 🥥 Bod	nglass. Their		

In the Calls section of the Corporate network – user settings service, confirm with the Edit button.

	Service sett	ings		
Settings category Settings category Set	Voice Cuting services Cationsecting Cationsecting Creationsecting Creationsect	:	Pree of charge Free of charge Free of charge Free of charge Free of charge	Activate Deactivate Activate Modify Modify Deactivate (Modify Deactivate
	Recording services Mosed Calls Regimer O Vocenal	:	Proc of charge Proc of charge	Descrives
	Call Norking Call Norking on request Call Decking unsequent Call Decking unsequent torus Call International call barring and DMS	:	Freedsharge Freedsharge Freedsharge	Aptivate Activate Aptivate
			(arvisalistai)	lettings solor addors (syfter)

Here you can select Speed dial and change the settings for enabled/blocked calls. Most often, this is where you enable/disable calls outside the company (calls to other numbers).

Short code			
 Calling to Internal users * 			
Calling to Virtual numbers *			
Colling to Advantaged numbers *			
Calling to other numbers *			
Outgoing Profile ID *			
Vychozi	٣		
Incoming Profile ID*			
Vychozi	¥		
Private calls *			
Neaktivní	*		
Multiple Redirecting Type *	_		
cycle	¥		
Multiple Redirecting - Phone number 1			
Multiple Redirecting - Phone number 2			
Multiple Redirecting - Phone number 3	l.		
Multiple Redirecting - Phone number 4			
Multiple Redirecting - Phone number 5			
Znakk			
Next			

2.7. Detailed statement of services – activation and display

- An activated Detailed statement of services means that the **statement will only be available with the next bill issued**.
- If you want a Detailed statement for already issued bills, you need to activate the Additional detailed statement of services.



Look up the service and enter Service settings.

704 602 403 Value 345 Bata Bata Image: State Image: State Image: State Image: State	
Value SMS Sata Reaming Image: Control of the set	
Image: Contraction Image:	
Tellinery Data Seat Seat Seat	
Unput little C2X KIP X2 with 107 Actual speeding C3X KIP X2 with 0.07 Intellig page 2012/10 for a Ming for a Ming for a Ming	
instruction of international and improve in improve international Table	

- You can activate the Detailed statement of services in the Detailed statement section of the billing. This activates the detailed statement for the following billing period.
- If you want a detailed statement for previous periods, you activate the Additional detailed statement.

	Service setting	gs		
Settings category	Detailed list of the services			
E Wat	Services			
() SHEWING	Peoplar detailed list of services	•	Free of charge	Descrively
11 Deta	Supplementary Detailed Statement of Services	•	Free of charge	Artuate
(© Payments and the up	Transaction (payments)			
Detailed list of the services	Additional Detailed Datement of Payment Transactions	•	Free of charge	Activate
Cither settings	Replace detailed violement of payment transactions	•	Free of charge	Activate

This will activate the detailed statement; the next step is to confirm the order.

View detailed statement

• Find the phone number and click on Go to billing.

T time Distance Dis-	state (g) (w), Being Dring Profiles State ()	onders mensgement -	ġ, mene kalana (100- manani).
Reference - Service Laboration	704 60	2 403	
Vaice	245	Data	Roaming
<u> </u>			O Terrorian Landadea
Tell Gray		Reference Deal	No ge Becquide
Stepaid Mills membry prop District	CON SUPER with 1247	Actual spending	COX KORON ANTINA VICT
intention of 1954	Madaaman a Saamaan () Bad	nglass/Tech	

Click on the billing for the relevant period.

croup wards			and and	
		,	ALBIN	~
				Search
The name of the billing prod	•	Billing status	Total	o be pain (Inc. VAT)
Testanide a.t Navi (529	(1020)	 Psiz 		± (2
Blinghunder	Billing period	Status	Amou	K to be paid (Hol, VA?)
	January 2004	 Paid 		*
	December 2025	 Petr 		*
	Neuroise 2014	 Pot 		

Select the Detailed statement tab and select the relevant phone number.

Basic data			
Tax document number		Billing period	01.0131.01.2024
Billing status	Peld	Date of taxable supply	31.01.3034
Billing group		Date of house	61.02.2024
Malling address		Due date	62.03.2624
		Ourspayment from previous periods	628.0.00
		Currently our payment posted	628(0.00
Total amount with WAT			
	Billed items Invoice	e Overview by numbers (Remitted List	
Select a service			×
			9
730143972			Search
236543923			
730143934			



 Select the phone number from the drop-down box first. You can download the statement after selecting the phone number by clicking on the icon on the right.

	Billed Arms	Involves Overview by numbers	Remised List	
790842972				-

2.8. Call forwarding – setting up and cancelling

How to set up forwarding

• Find the phone number you wish to redirect and click on Service settings.

	704 60	02 403	
Valce	3M3	Data	Roaming
			0 Transfer internet
Tell-Integ	-	Radinger Detail	No as Reserves
Urgand Mills	C2X 639.82 with 127	Actual spending	CR SH 78 without Vit
forming prop. Disciple	the stating	Inline Independencies	Spanning status

In the Calls section, under Call Forwarding, click on Activate.

	Service sett	tings		
Settings category	Voice Calling services			
C 146 and 1865	Californianding	•	Free of sharge	Artiste Descriptor
TL Deta Deta filaming ID Payments and top-up	Oractivate the operator message Orapiey your number (CLH)	•	Free of charge	Activate
Detailed list of the services	 Informing you of your availability 	•	free of sharps	Hodily Deathinste



• Enter the phone number you want to forward calls to. For unconditional call forwarding (if you want to forward all calls), switch the menu to An. If you have conditions for conditional call forwarding, set them up.

Call forwarding 730 143 972
2 Lettry Date survey
Setting
Service description w
Telephone number for an anti-
Redirection type O Redirect always
Redirect under conditions
If the scoperal
F to unstanded
The interval
Cardina

How to cancel fowarding

• To cancel call forwarding, click the Deactivate button next to Call forwarding.

	Service sett	tings		
Settings category	Voice Calling services			
C 142 million	Californianding	•	Free of charge	Antionite Description
11 Deta	O Deactivate the operator message	•	Free of charge	Activate
(g) Payments and transp	 Oripley your number (CLIR) 	•	free of charge	Modify
Detailed list of the services Other services	Informing you of your availability	•	Free of charge	Hodily Deactivate
÷	Private network - user settings	•	Free of charge	Modify Deactivate

2.9. Roaming and roaming data packages

Summary

- Check that **roaming** is active or activate it.
- Check and, if necessary, cancel the blocking of **international calls**.

- For data in the EU, make sure you have a data plan or data package on your number and **your data is not blocked abroad**.
- For data outside the EU, set up a **roaming data package** for the relevant zone.

Roaming

• Find the phone number and go to the roaming settings by clicking the **Service settings** button.

	730 14	3 972	
Voice	SMS	Data	Reaming
Calcore CR		Fundam 1998 Tran 2018 Tran 2018 Tran 2018 Tran 2018	C The service is described
Tertif change Detail	Detail	Peckagee Outsel	Set up the service

Scroll to Service settings and select Activate for T-Mobile Roaming.

() Direct	Powraing			
Sec. Sec.	Reading pervices			
\$1.00.ex 84	 Development 	•	has of sharps	Rolly Deschots
	O Ministration		free of stronge	(Antonia)
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	🐞 Baltan mart	•	has all the pr	Mathy Translate
	Roming and Booting	•	tree environge	Beachers
			1	12 Between steam

T-Mobile Roaming
2 Serings Deler Survey
Settings
Service description w
Send weicense (245) Vei No
Centinue

	1.00 1.00 1.10		
Studba rearring seriarized. Provolari, SHS a ubit dat v	anvaniči () alicivuje niče na teks strános.		
Metrolini Jarmini			
Retuant cerpani	Sanda metta Takasathal dana di selihaka diseruati kitas aka s	Automo Sectors manipused at 1	- 21
Hereit son having one takenesi dana si		acos state servicida i	
	Online výpis slubeb	Roamingový cenik	Spraw roomingových baličků
Limit útraty Des mening limit 😑			2bývá 1450 Kě z 1450 Kž (s 0PH)
Limit útraty bris neering limit 🌒 Kelmoveri deple za 26 drál (15.65.2004)			Zhylvá 1450 Kě z 1450 Kž (v DPro) Obrovit limit Nastavit
Limit útraty bris rearing text o K strovení state za če dně (10.65.2024) Nastavení služeb			Zhývá 1430 Kě († 1450 Kž († DPr) Obrovit limit Norteelt
Limit útraty bra sening limit () Kelnoveri égés is 26 éré(10.60.2004) Nastavení služeb Baaning			Zhylwá 1450 Kěl († 1450 Kěl († 0414) Obrovit limit Normani
Limit útraty bris naering teit Convert opte si is drá(10.00.2004) Nastavení služeb Reaming O T Hobis Reaming Start	0	Zierre	Zbývá 1450 Kě († 1450 Kž († DPr) Obrovit Smit Nastavit Aktivevet
Limit útraty bris neering teit Convert opte si is driv(10.00.2004) Nastavení služeb Reaming O T-Mobie Reaming Dart O T-Mobie Reaming	0	Zierre Zierre	Dejvid 1450 Kill (= 1450 Kill (= 0444) Obnovit limit Nortault Aktiveent Aktiveent
Limit útraty bris resering text Colorovers' dopter as 26 de3/20165.20240 Nastavení služeb Reaming T Mobile Rueming Dant T Mobile Rueming Besece	0	2am 2am	Zhylwiii 1450 Kil (n DHr) Olenovit limit Niemeert Aktioneert Aktioneert
Limit útraty bris neering test Celeveni égér is le éré(15.65.2004) Nestavení služeb Reaming T-Mobie Reaming Dort T-Mobie Reaming Beace Beace Biokace te biocc	0	Ziern Ziern	Zhyivii 1450 Kil (; 1450 Kil (; 044) Chevolt limit Norteek Aktive est Aktive est

- **T-Mobile Roaming** enables you to log in to a foreign network, so you can date, call and text abroad.
- **T-Mobile Roaming Start** is a limited version of T-Mobile Roaming. Valid only for selected countries within Europe.
- Data Roaming Limit is a service that protects you from uncontrolled and unwanted spending on downloaded data abroad. In case you connect abroad without the appropriate data package, we will suspend dating after the selected limit is reached. The service is free and we recommend not to cancel it.

Unblocking international calls

If international calls remain blocked, you may experience problems with outgoing calls abroad.



In the service details, click on **Service settings**.

T tage Department	Disectors diplices Services Billing Olding Profiles Stops (onpenymentgement -	à marana i mu manar i
hadman - hanara harat	704 60	02 403	
Value	345	Data	Roaming
0			0 Terretaria tatan tatan
Tellinge Do		Territoria Santa	Mar Beards
Meganid Mills membry prop. Chairles	C2X KURU2 with U27 for allog	Astual spending	CIX KIN TH without Viti Speaksplanet
- Instanting	191-altinuteuron e lagente 🖓 Bal	togium. Park	

In the Calls section, select Deactivate for International calls and SMS blocking (or Blocking on request). Both of these items must be unblocked to use international calls.

	Service set 730 143 972	tings			
Settings calegory	Voice				
E SM card	Calling services				
C M Los MI	Catherwording	•	Free of charge	Activate	Describerte
†⊥ Deta	O Description the operator message	•	Free of charge		Activate
 B Agments and hip-up 	 Display your number (CLR) 	•	Free of charge		Modify
Detailed list of the services	Informing you of your availability	•	Free of charge	Multy	Descrives
 Other settings 	Private retreark - user settings	•	Free of charge	Multhy	Describers
	Recording services				
	Mosed Calls Register	•	Free of charge		Descrives
	Vocenal	•	Free of charge		Activate
	Call blocking				
	O Booking or result	•	Free of charge		Activate
	Blocking welcome tones	•	Free of charge		Activate
	International call barring and DMS	•	Free of charge		Activate

If Blocking on request is active, select Modify.

Call Moching				
😕 Blocking on request	•	Free of charge	Huddly Deactivate	
Booking welcome tones	•	Free of charge	Activate	

• For outgoing calls, switch international calls to Unblocked, go ahead and confirm the settings.

Cancelling data blocking abroad

In the service detail, select Roaming detail.

	730 14	3 972	
Voice	SMS	Data	Roaming
		Francisco La constantina	0 Roming data is disabled
Camin OR	945 in (3	Suitt Pro Roma without controllerant # Mobile Hermat 108	
Self-deep Deal	Denal	Packages Detail	Parlagen

• You can unblock Roaming data either directly from the info message at the top of the page or further down the page by selecting Deactivate for Roaming data blocking.

	Roa 730	143 972	
Rearring data is bisched. To use the d	ata abroad, antock it.		(inset
Current consumption			
Tou have no tree units. You can t	Baaming settings Online	Teering of services Rearing Price 5	et Rouning package management
Spending limit Data-marring limit			tremaine C2K 1,450 from C2K 1,450 (and, 1947)
Renewal accurs in 12 days (13.03.2004)			

Roaming data packages

• You can get to the roaming data package settings directly by looking up your phone number. In the Roaming section, select Packages.

Take	949	Data	Roamley
	\frown		Contract of the second
Tell Seal		Personal Social	(Findager Salar)

Expand the type of package you want to activate, and select the specific package.

Roami	ng package m 730 143 972	anagement	
One-time increase of data in the Czech Repub	lic and the EU		
Zuna 1 😦			× .
Internet World			
Internet World Easy1 😦			
C Internet World Easy 1 with 108	•	205,79 K2 without VIC 249,03 K3 with VIC	Activate
C Internet World Easy 1 with 2 GB	•	329,75 K2 without VK2 399,00 K3 with VK2	Activate
Internet World 1 😦			×

Confirm your order.

Package activation	
2 Order date Deter surrenary	
Order date	
Order type Padgaried 33.3054 Padgaried Padgaried Padgaried	

2.10. Suspending and reactivating

How to suspend a phone number

Find the phone number you wish to suspend, and click on **Suspension**.



• Choose the start and end date of suspending.

Sus	spension 130 143 972
Comparison of the	2 Drder summary
Sup	ension settings
Service description ~ Beginning of suspension	13.2034
End of suspension	R.200M
	Cardina

Confirm your order.

Service settings

	Suspension 730 543 972			
	1 Criter summary			
Service		Action	Price without VAT	Price with VIII
Surgend - Vacation - v		Activation	620.0.00	6240.00
c Buk				

Reactivating

• <u>Find the phone number</u> you wish to reactivate, and go either to Cancel suspending in the top information message, or directly to Suspending in the section under Service settings.

730 143 972				
We have surpended the service at the custs	ner's request by (berninationDute).		Cancel exagension	
Voice	SMS	Data	Roaming	
Contract in the second	Construction in a supervised	Contraction in assessment	Contraction of the second seco	
Terff dauge Detail	Deal	Pacinger Detail	Pasiapa	
Billing paid, thank you for billing prove 57% 4754	On to falling	Actual spending Online listing of services	CZK 679.72 without VAT Speeding detail	
Bevia settings 22 BH/45Hm		ding Loss / Theft		

In the first step, you can select the date on which you want to cancel the suspending.

s	Suspension 730 143 972
Colorador de Color	2 Defer surmary
	Order date
Service description \sim	
Ordertype	Investation Portparent
	Carrier

Confirm your order.

Service Action Price without (02) Price at	
	100 100
Superd -Neation	24.000

2.11. Changing the billing group

• <u>Find the phone number</u> you wish transfer, and click on the Change billing group button in the Basic Data section.

	603 940 184					
Voice	SMS	Data				
Unlimited calling >	Unlimited messages > SMS to care network	O You have no free units				
Tariff change Detail	• • Detail	Packages Detail				
Billing paid, thank you for billing group 5841 3531	Go to billing	Actual spending Online listing of services				
Service settings 🕂 SIM / eSi	Mireplacement x Suspension ⓒ Blocki	ing Loss / Theft				
Basic data						
Service number 603	940 194	Tariff				
Service status	Active	Contract				
Billing group 584	13531 🚰	SIM card SIM number				
Sending notifications 603	940 184	PUK codes				
OKU code Reg	uest a code					
Service alias Not	945	,				



 Select the billing group to which you want to transfer the phone number. You can also create a new group. Then complete the change.

Q S	earch by a billing group num	iber or by a name Search
No	group selected	
	Group number 👻	Group name
0	5983 3883	aa
	5954 6681	Marci_pl
	5914 4484	
	5780 6083	Testing - 828 Portal UAT101(CHROME)
	40214606	Peca_regres
	4004 6694	

2.12. Changing the tariff

• Find the phone number and select Changing the tariff in the Calls overview.

	603 37	2 191	
Voice	SMS	Data	Roaming
Calcia D	United and a second	innan: 168 Inni 168 Inni 168	Disawing data is disabled
Test darage	Detail	Packages Detail	Pacinger Detail



 Click on the Tariff detail to view a more detailed tariff price list. For the selected tariff, confirm Changing the tariff.

Tariff 603 372 191					
Current tariff	Tarl 7 the Firms lies absorbs		Prior per march (althout 1823) Prior per march (act, 1882)	310.00 G2K 370.10 G2K	
Calls to all networks DHD to all networks National data limit (MB)	Unimited Unimited 3.08				
Price of CED (CENTRIA) Price of CED Way (CENTRE) Prices do not include VAT	190.62 1,40.40		Price of MHS [C2X/MH2] Price of national data [C2X/M8]	4,05 KI 1,40 KI	
Available tariffs		Data	Plue per marth		
Teriff 9 For the Company eitheut comm	inent	30 68	695,00 KB without VIC 645,95 KB with VIC		
Suiff & For the Company without comm	itmust	Univited	1286,00 KB without VAT 1884,05 KB with 147	Salif Setal Change the Set	

Check your order and confirm or return.

		Tariff change	
		2 Eats of order Order summary	
		Date of order	
	Deletion	Immediate Pedgened 23.32291 Pedgened with date	
((Best		Continue

• After completing your order, you will get back to the phone number overview.

2.13. Finding the hardware budget

In the Company administration tab, select HW budget from the drop-down menu



• Click on the HW budgets overview tab to see the initial amount and available balance and to view the drawdown history.

W.T.Males Sec.Contrad Overview of Fran	of General	Contra	act		
General Contract	Conditors www.B	uagets Overview	Iware		Change
orenten o	Overview of budget spent buying naturale			Services ~	
Budget Name	Contract	Amount	Amount	Validity	Invoice and Payments ~
					Your Contract
					Business Contract
					Contact Info
					Account setting
					Overview Subscriber Contracts
					Other documents
					T-Mobie Denefit v
					Administration of transfer

• After clicking, you can see the HW budget drawdown in detail.

3. SIM card

- 3.1. SIM replacement (physical SIM)
 - Find the phone number and select **SIM replacement** in the section at **Service settings**.

The second	Diversity de las		à ana antenna i mu manan v			
frena Dverview Se	rvices Billing Oilling Profiles Stage C	onpervices appendix				
Referent - Service party						
704 602 403						
Value	3M3	Data	Roaming			
			0			
Canada and	14-0	Aur 2010	Dervester is inscributed			
(Telline) and		[marked by a second	No. No.			
Unpaid little	C2K 639.82 with 147	Actual speeding	C3X \$38.78 without V01			
throading programming	the to Adding	India Indiapotencias	Apartal systems			
instanting (A.)	intrational a lagencie 🖉 Bad	inglass. Theb				
Basic data						
Territor out bet	204002-401	16.0	to P (Pic-Anne be) (nearly 🔛			
Terrare Option	 All the 	Contract	ter er redefinite perior 🔛			
The part	Series - 647 (2011) (104)	100.040	Develop SPC Srt 🔛			
	The second second	Collection Constraints and	The second s			

Select the SIM card option.

	SIM replacement	:	
	Select SIM type		
. SMood			
i ist		Dist	

In the first step enter your password for communication.

Password What does a SH4 register the SH4" ~ Proceeded for contenuarization	O Provent	Additional Information Order summary
What do I need to replace the SMT ~ How much does a SM replacement cost? ~ Passened for communication • · · · · · · · · · · · · · · · · · ·		Password
How much does a SM replacement cost?	What do I need to replace the	NER v
Passened for contemutization	How much does a SIM regian	accent cost? +
Cardina	Passened for communication	··•••
		Carling



 Select the reason for replacement and add the serial number of the drawer SIM (or Twist SIM).

	SIM repl	acement 12:177	
0	word Additional	3 Information Order survey	
	Additional	information	
Basso to SM	card replacement	Exchange for another type 🗸 👻	
SM-said replac	erest nethod	On a blank SM card On the Tarist card	
The serial word east	ier (CCC) of the empty SM	994000	
c has		Cantinua	

- Confirm your order.
- The replacement takes place within minutes.

3.2. Replacement of a SIM card with eSIM

• Find the phone number and select **SIM replacement** in the section at **Service settings**.

The second secon						
device - invit-cited	704 60	02 403				
Yellow	945	Data	Running			
			Concernant of the Second Second			
Tell Seal	-	Parties No.	Ter an Houseville			
Ritling paid, thank you In Minutes Minute	Cr u tiling	Actual spending Selected actual actual	CONSOLIDE ARTICLE VOI Territo And			
teriscantique (p) sinc / sin	regionerer e bagendeter 👔 da	eing ina Phote				

Ŧ

Select the eSIM.

SIM replacement 734 212 177	
Select SIM type	
SMoad SMoad	

In the first step enter your password for communication

Exchange eSIM 734 242 477	
2 Passaged Order currently	
Password	
Password for communication 🔮 👘 🚥	

Confirm your order.

	Exchange eSIM			
	1 Criter summary			
Service		Action	Price without WAT	Price with UAT
Dicharge eSH		Activation	G2K 0.00	624.0.00
e han				er fla seller

The system will direct you back to Service settings – SIM card section.
 There is already a QR code ready for download.



- 3.3. Retrieving the QR code for eSIM on activation
 - Go to <u>www.moje-firma.t-mobile.cz</u> and enter your phone number in the one-time entry. The password will be sent to the email address entered in the order.

Ŧ	🔆 Televine	C Send SMS	O Conto	
			Sign in to Mo	je firma portal
			Sign in with your user condentials or Read the conditions for	pet a one-time password, How to sign in? using the Maje fema portal.
	Username an	d password		One time entry
	Passed		0	Come number in the format 604123436 or TV123456 Conel password
	Forgotten password	(blocked account	f Sign in	

Go to the service detail using the search engine or from the Services tab and click on the SIM card detail in the Basic data section.

Reje O telestrie firma Overview	n (⊐ tootine ∯ look) Services Billing Billing Profiles Shop	Company management ~	g Hattadoutioned (CII., ID. CO.C.P.
nine > Service Articl	704 6	02 403	
Voice	SMS	Data	Roaming
Uninvitate scaling Catala CR	Minda Managara Min + CR	Bender 64.68 Summery of data packages	• The service is described
Teriff change D	nul Denil	Padages Denit	Set up the service
Billing paid, thank yo for billing prosp 5734 2994	u Korto biling	Actual spending Online Seting of services	CZK 528.78 without W/J Sending Anal
Service settings	25 SM/45M replacement x Suspendation 🛞 I	Recking Loss / That	
Basic data			
Service number	304 602 403	241	Tarif 2 Pro Roma teo paradra 😢
Service status	Active	Contract	For an indefinite period 🔀
Diling group	Texting - LMT1 (5734 2994)	SIM card	atilet between 🖄
Sending notifications	Do not notify	SIM number PUK codes	894200500398275271
And a star	Test est		

• The QR code will appear in the SIM card section.

	Service settings 734 212 177	
Settings category SMCanf G, Trice SMS and TMS TJ, Data Ranning	SIM card Completing the eSIM exchange To somplete the exchange, simply scan the DR code to upload the new eSIM to your device.	
Payments and top-up Detailed bit of the services Other settings	() The QR code will be valid until 15500, 03.03.2024	

4. Store

4.1. Activation, migration and porting

Activation of a subscription contract

 Directly in the Overview you will find the New number link in the quick navigation. Click on it.

	C	Overview			
Q. Search for a record by number	, alas or biling group			Smith	
Ness changes	Kandar transfer albie 7.9444	() Bernader	يتياً. Ny sec	Frame Contract	
Billing status	Detail of Billing	Order status		Overview of Oxform	

Click on Select tariff to activate.

	New n	umber	
Online of contract 42/80/4828561 validity to 1 Pramework Agreement	¥		
Available tariffs			
Name	Deta	Price per month	
TariF1 Pro Firms without commitment	100 HB	309,00 83 without VA? 434,39.48 with VA?	Terriff detail

• Select the SIM card, phone number and activation date.

	:	Service a	ctivation			
5M and service number	2 Mingprop	3 SHattings	4 be sting	S Deleny	6 Order Summary	
		SIM and ser	vice number			
	SM card	C Insed a ne card Drave a DP	r SM Select Foard SHC00 Drive to 10	V O		
	Telephone number		755 499			
	Activation date	Constant Constant Party and Restantion		0		
				Continue		

• Select an existing billing group or create a new one.

III Select an axisting proop + Croate a new group	
G. Search by billing prop number or same	•
() The group selected	
Group number * Group name	
0 8493949	
Setting Setting Setting Setting Setting Setting	
0 500 MOR	
4018.6629	

• To create a new billing group, enter the name of the billing group, contact details and billing address.

	Dillin	g group	
	🖂 Select an existing gro	Create a new group	
Bank data			
Name of Sillings	Post .		
			
Sanding notific	cations 😗		
			┓ ┥──
Billing address	•		
Pre-nominal deg	Post-nominal degrees		
-	· · ·	<	
Fintnerse		Sumame / Company same	
			51
1 7 700 - 007760	want to add a company terms, then write any name in the Burname / Company na	ethe name and surname in the Name Teld and SEIn the me Teld.	
Drest			-



 Select how you want to be notified of a SIM card activity and consent to contact from T-Mobile and its partners.

SIM and service number	Billing proop	SM settings	User settings	Delivery	Order Summary
		SIM or	rttings		
	Sending activity alert	to the SIM			
	Notifications regarding a suspension, etc.)	E user services (Info-a)	inut deta package activation	data exhaustion,	
	Nothcalas reduct				`
(0-mail+5H5	~			
	Contact phone 👩		Contact e-mail 🧿		
Ň	753499508				
	Consents to contact I For more information ab	hern T-Mobile and R out the processing of y	a partners our personal data and your it	ipts, piesse click	
	Direct marketing (uption	- 0	Cell Sht5/1486/Smarte El mail/Letter	hessages	
	Uner consents (optional)	•	Consent to third per	ly marketing 😑	

• Enter the SIM user's first and last name, password for communication and basic user role.

	User settings
	Basic data
	Processes Summers
(Ananym Ananym
	The name will be displayed in the liner. The last name will be displayed in the Manage
	Management sectors
`	
	Ph filed in
	Contains only numbers
	The number of numbers is from 4 to 12
	The numbers are not the same No according to the same
	 Nati devina for the contact allocation
	Basic user roles
	Standard permissions (can manage the service itself)
	Desc details of
	 United permissions (the administrator manages the service for the user)
	Brew details w
	A description of the roles can be found in this document.
	A description of the roles can be found in this document.

- Ŧ
- If you have selected eSIM, please enter your email to receive your eSIM electronically.

0—	-0-	-0-	-0-	6	6	
SIM and corvice number	Billing group	SIM settings	User settings	Delivery	Order Summary	
		Deli	ivery			
	Email for eSPH deliv	eγ	\mathbf{i}			
(
(

• If you have chosen a physical SIM card, please choose your delivery method.

SM and service number	Billing group	SPM settings	User settings	Delivery	Online Summary
		Deli	ivery		
	Delivery method		\mathbf{i}		
	Delivery method Delivery method Courier	Ŷ)		

For delivery by courier, please enter all necessary information.
 For delivery by Czech Post, fill in the required data and choose the delivery location.

	Addressee	
(Name of the person taking over	Summer of the person failing over
	Deliver to the company	Contact phone number
	CSS UK? Texting T-Mubile UE 1	
	f-mail	
	matina.deutschova@4-mobile.zp	
	We will send an invoice and delivery total to your to- mail.	
	Direct	Date of delivery
	Enterstread same	61.0004
	017	
	20	
	code	
	Caurby	
	Nete (uptional)	Colo-objednakly vi valem intensim systemu (reposited)
	(he)	Cardina

Ŧ

Check the consents and click on Complete the order.

Tail Pine Fermu withhout commitment (Service number 735 499 501 Service number 225 499 501 Tail Pine Fermu withhout commitment (Service number 735 499 501 Service number 227, 359,000 Tail menthing C2X, 359,000 Tail menthing C2X, 359,000 The pre-contractual information consists of the above Order Summary and the specific terms and conditions of the tail has a contract directly agreed in your Framework Agreement, 2014/2014, the settings of which the Subscribe Agreement will contract directly agreed in your Framework Agreement (Service of the dual Participation Agreement), Participation Agreement (Service) Tail agreed in the working of the Participation Agreement (Service) of the dual Participation Agreement), Participation Agreement (Service)		
Tariat These Fermu without commitment Service number 733 499 501 Security 4 Intermenting C2X 359:00 Intermenting C2X 359:00 Image: The pre-contractual information sensities of the above Doder Summary and the specific terms and conditions of the tariffs and services directly agreed in your Framework Agreement 40:00400000, the settings of which the Subscriber Agreement will use. Image: The pre-contractual information sensities of the Mail coder business. Image: The sensiting of the Participation Agreement [preview of the duth Participation Agreement]; Participation Agreement (preview of the duth Participation Agreement); Participation Agreement (preview of the duth Participation Agreement); Participation	Order Summary	
The pre-contractual information sensists of the above Order Summary and the specific terms and conditions of the tariffs and services directly agreed in proc Formancok Agreement 42101483856, the settings of which the Subscriber Agreement will use. Image: State to the terms and conditions of the Hell order business. Image: State to the terms and conditions of the Hell order business. Image: State to the terms and conditions of the Hell order business. Image: State to the terms and conditions dynamical generics; Participation Agreement; Participation Agreement; State of the dual's Participation Agreement; Participation Agreement; State of the dual's Participation Agreement; Participation	TariP1Pre Firmu without commitment Service number 733 499 531	Show details 🐱
Prices are entrout with Prices are entrout with Prices are entrout with Prices are entrout with Inservice directly agreed in your Pranework Agreement 4/2/01482866, the settings of which the Subscriber Agreement will use. Prices are entrouble and conditions of the Mail order business. Prices are entrouble and conditions of the Mail order business. Prices are with the working of the Participation Agreement (preview of the draft Participation Agreement); Participation Agreement is signed electronically		Total monthly C2K 359:00
The pre-contractual information sonsists of the above Order Summary and the specific terms and conditions of the taxiffs and services directly agreed in your Framework Agreement 40101489856, the settings of which the Subscriber Agreement will use. Provide the terms and conditions of the Hall order business. Provide the working of the Participation Agreement (preview of the draft Participation Agreement); Participation Agreement (preview of the draft Participation Agreement); Participation Agreement (preview of the draft Participation Agreement); Participation		Price an ethod off
We will send you the subscription contract to martina.deutschova@h mobile.cz.4E parameters of this subscription.	The pre-contractual information sensists of the above Order Summary and the specific term services directly agreed in pour Framework Agreement 42101483856, the settings of which lagree to the terms and conditions of the Mail order business. Ingree with the wording of the Participation Agreement (preview of the draft Participation Agreement is signed electronically. We will send you the solecurption contract to marties.deutochrowa@ht mobile.co.A	ns and conditions of the tardfe and the Eulershee Agreement will use. atten Agreement), Participation 48 parameters of this subscription

Migration from Twist

 On Moje firma portal <u>www.moje-firma.t-mobile.cz</u> select the Shop tab and choose Migrate from Twist.

T Moje Overview Ser	C toward () (may vices Billing Billing Profiles Sho	p Company management	8 ** *	hadhadaadaad (018., 0.020079 v
	01	verview		
Q. Inauth for a record by number,	alass or follong gerap			Smeth
		~	_	
Mass charges	Number transfer within 7-Malalar	These rearristser	and . Reports	Farme Contract





 When migrating from Twist, you only need to fill in your phone number and SIM card serial number.

0	(1)			- (8)-	()	
s.eter						
		SIM and re	rvice number			
	Will cardytere next	-				
	6008					
			de l'étante (CCC)			

Porting from another operator

 In order to port from another operator, you will need the phone number as well as the OKU (subscriber verification code).

	D	(2)	3	-(4)	(5)-	(ð)
504 ar	d service	Billing group	SPH settings	User settings	Delivery	Onter Summary
			SIM and servic	e number		
		Transformed phone manufact				Enter the number you are portin from another operator.
		Off2 code				14 digit code
		7 Multile SPI card	O Institutes	Select	~ 0	
			O DaexSMo	194200	Laurentee Million	

4.2. Transfer of a subscription contract (takeover)

 On Moje firma portal select the Company management tab and choose Number transfer within T-Mobile.



Click on the New takeover to your company button.

List of number transfer requests	Now takeover to your company
0	
Tou have no transfer requests in the last 80 days.	
Showing all pending applications and applications amended less than 30 days ago.	

• Fill in the phone number and SIM card serial number and confirm with the Create a request button. You will then be taken back to the overview of the requests, where you can see their current status.

New number tran	New number transfer to your company					
Identification details of	the number to be transferred					
How will the number be transferred? \checkmark						
Phone number	704607810					
SIM card number (ICCID)	8942001500318275487					
(Cancel request Create a request					

• Once the original subscriber approves the request, you can complete the takeover.

List of numi	ber transfer req	quests				New fallencer to your company
Service number	Takeover direction	Status	Repetratien	Datesformation	Reporter	
704 607 810	 + -	•	1-216412359078	1.11.2004	Martina Deutschová	X Canael report
Showing all p	weating applications an	nd applicat	ions amended less the	en 30 days ago.		

Choose the tariff you want.

	Tariff s	election	
Available tariffs			
Name	Data	Price per month	
fault 1 Pro Firmu without commitment	190 MB	359,00 KB without VK7 434,39 K2 with VK7	Taritf detail

• Select an existing billing group or create a new one.

0	2	3	4	
ling group	SIM settings	User settings	Delivery	Order Summary
		Billing group		
	i≣ Selact an	existing group + Create	a new group	
Q :	icarch by a billing group number o	r by a name		Search
() Se	ected group: 5953 3793			
	Group number 💌	Group name		
0	5953 3793			
	5880 7828	test 55		
	5774-4934	Testing - UA3	3	
				Continue

 Select how you want to be notified of a SIM card activity and consent to contact from T-Mobile and its partners.

0—	2	3		4	
Billing group	SIM settings	Usersetti	ngs	Delivery	Order Summary
		SIM sett	ings		
	Sending activity alerts to th	e SIM			
	Notifications regarding all users suspension, etc.)	services (Info about	t data package activ	ation, data exhaustion,	
	Notification method				
	E-mail	~			
	Contact phone 👩	(Contact e-mail. 👩		
	704607810		testing@t-mobile	62	
	Direct Marketing and Marke	ting Consents			
	For more information about the here.	processing of your	personal data and y	our rights, please click	
	Direct marketing (optional) 👩		🖌 Call		
			SMS/ MMS/ SI	nart messages	
			E-mail/Letter		
	User consents (optional) 🌔		Consent to thir	rd party marketing 🔵	
	¢ Back			Certinue	D

- Set the user's password for communication and standard or limited permissions.
 - The password is used to block and unblock the SIM card due to loss/theft, replace the SIM card and retrieve the PUK code. It can be communicated to the end user and should therefore be different from your admin password.
 - The standard permissions will allow the user to make changes to the settings of this phone number (e.g. change tariff or data package activation). Limited permissions do not allow the user to make these changes.

1—	2	3	- (4)	5
Billing group	SIM settings	User settings	Delivery	Order Summary
		User settings		
	Basic data			
	First name	Sumame		
	Anonym	Anonym		
	The name will be displayed in the User	The last name will	be displayed in the Manage	
	Management section	Overs section		
	Password for communication			
		0		
	🥏 It's filled in			
	Contains only numbers			
	The number of numbers is from the numbers is from the number of numbers is from the number of numbers is from the numbers i	om 4 to 12		
	No seconding / descending s	eries		
	Not identical to the contact p	hone		
	Basic user rolos			
	Standard permissions (call	an manage the service itself)		
	Show details \sim			
	O Limited permissions (the	administrator manages the sen	vice for the user)	
	Show details \sim			
	 A description of the roles can 	be found in this document.		
	c Back		Continue)

• Check the consents and click on the Complete order button.

1	2	3		
Biting gro	up SIM settings	User settings	Delivery	Order Summary
		Order Summary		
	Tarif 1 Pro Firmu without commit	tment Service number 704 607 81	0 Show details	~
			Total monthly CZK 359	2.00
			Prices are without	ve voat
The ser use	e pre-contractual information consists o vices directly negotiated in your Frame h	f the Order Summary above and the spi work Agreement 40015669070, the set	ecific terms and conditions of the tarif tings of which the Subscriber Agreems	fs and ent will
	lagree with the wording of the Partic contract is signed electronically.	ipation Agreement (preview of the draft	t Participation Agreement). Participat	ion
	 We will send you the subscription contract (including OKU) can be 	n contract to martina.deutschova@t-m found in My business in the Services se	oble.cz. All parameters of this subscri ction, on the service detail.	ption
(Back		Complete or	rder

4.3. Transfer of a subscriber sontract between master contracts (takeover)

Confirmation of consent by the original subscriber

• On Moje firma portal select the Company management tab and choose Number transfer within T-Mobile.

	@ THORN	10 🖓 500	1945 @) Český			a	Martine Deutschov
	Overview	Services	Billing	Billing Profiles	Shop	Company management \sim		
					0v	HW budget		
					~	My contract		
					_	Orders		
rch	for a record by n.	umber, alias or b	illing group		_	Private network		
Sel	inch 🤟				(Number takeover within T-Mobile		
					_	Reports		
						User management		

Click Continue on the request.

List of numb	ber transfer req	wests				New talescents your company
Service number	Takeover direction	Status	Reparst number	Date of creation	Reporter	
704-607-810	+	0	1-2%412339078	1.11.2004	Administrator of another company	Continue

• Check the Agree to the draft Subscriber Termination Agreement and confirm with the Approve the takeover button.

	Transfer the number	r from your compan	У
Basic request detail	s		
Takeover direction	→ Prom your company	Ported phone number	704 607 810
Status of the request	Waiting for your approval.	Date of creation of the request	1.11.2024
Termination of cont	ract	ment and read it carefully.	
4. Countiesd preview i	Agreements on termination of the Participation contract]	
 We will send the document 	nt to your contact email: martina.cleutachova@t-mobile.cz	1	
I have read the draft Sub-	scriber Termination Agreement and agree.		
		Reject taken	Approve the takenver

4.4. Ordering drawer SIM cards

From Moje firma portal, go to the Store. Click on Mobile phones, tablets and accessories.



Select accessories.

	Zaří	izení		
C) Kalency s adhere		2	(C) manage	

Filter a SIM card.

		Sprand Rancerk se	in force CSS LAP Teeting Fallable forces 1 #0101405050_1 Denines 2nint form Denit articles	4.C f n_Contract	
Zvite si typ přislušenov Pouzárskoj:		Operativi system in Vilochny- inv	Radt pode (nizve problete (%2)	Cone Y	
všechny- Octvarná telestala					
SM karta Nationita					
Octomi Datori kabel	A.54	Filipowé poszdro Samsung At Gerné	4 Fápové pouzdro Semaun černé	g 520	
Hands/res/headowl Reproduktor	ĸċ	637.19 K	6 1238	.84 Kč	
Pamiltová korta Ordak					
Pauzdrohyt					

Click for details.

Příslušenství	Spraupte Innu CSS Lad Testing T Remonit entropy I – 40104 64664, 1, 31 Zold Tena 20107 Entropy	Talkado 12 1 Business, Contract
Zvela si to překlamení (*) Op SM kata v 1	anabil system + Ruck pode + Sectory- v Ruck pode (4-2)	Cena + Viedny- w
Universal SBL 3rt Universal SBL 3rt O KC + Orrice KC + Orrice KC Decall 3-		

• Specify the number of SIM cards to be ordered and add them to the basket.

Universal SIM, 3v1	Zuit na mitrae annami
niihled neni k dispozioi	Vale cena D Kč L DHO KO Počet kusů I do na poče kláž a je do Vale 3



Confirm with the Buy button, fill in the delivery details and complete the order.

Váš nákupní košík			
Kola Kontuktabri Datarabri Gage Datarabri	Zalado Oviliari dombarii Dagodai	any Zpinds	Dokandeni
Celkem v košiku:			
Počet položek - Služby: 0			
Počet položek - Hardware: 0			
		Jednostanué	Missionè
Universal SIM, 3v1			
U něktorých skálob (vapř. Podníková sít) zde mĺže být uvoden	a Diolika bez slovy z Rámcovii s	ntowy	
U nölterých služeb (např. Pedniková slř) zde může být uveden Součet	a Lásfka bez slovy z Rámcovi s	nilowy Jednosiatevě	Misibil
U něktorých skubib (např. Podníhová sit) zák může být uroden SOUČOL Golkem zepístike	a Sáotka bez sluvy z Rámozvil s	nizas; Jednonianovi O KČ	Mesico) + 0 Kč
U něktorých skužsto (např. Podněnová sk) zdo může být uroden SOUČEL Geltom zaplante:	a Cáotha bez slovy z Rámezvé s	ntowy Jednosistevit O KČ 10% 142	Minilitati + O Kč + N

4.5. Ordering devices from the HW budget

From Moje firma portal, go to the Store. Click on Mobile phones, tables and accessories.

Shop							
Services		Devices					
Ter conter	Rumber framfer within 7.8668						
Certo 1 Metadore	(menu achop Migration, menuitam)	Hobie phones, tablets and accessories					

Select the type of device.



Find the device you want (for example, by using filters) and click for details.



• Select the desired number of pieces and click on Add to basket.

Samsung Galaxy S24 256GB	Zolit na solone anduzik
(3921D) - Flalovy	 Konsulari superiose e Ali Induiti 11
	 Kompanini smanphone s Co Knowski M 6.2' Dynamic AMOLED 2X display s Full HS+ sopilarnim
	 4000mAn batterie a 25M drátové nabijení
(\cdot)	 Fojtji zadni totoaparit s nahravimim BN videi Odolnost všól prachu a vodě losnifikace (Měl)
	 BCB Mill a trim promor Bryton
	Vaše cena
	19 420.66 Kč
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	s DPH 23 499 Kč
	Počet kusů
	- 1 (*)
	Plakt vill arbeidet jane plane kliket an jar vier Vinda S

- **Check off** the HW budget draw-down and confirm with the Continue button.
- Confirm with the Buy button.

Váš náku	pní košík	C					
Kokā O steictura	Kontraktadosi Odaje	Falturadni Odaje	Zpineb daručeni	Ovilleri objednávky) Zplank paday		Dokončeni
Celkem v koši	iku:						
Počet položi	rk - Silužby: 0						
Počet položi	sk - Hardware	1					
					John	onizově	Minichil
🕒 🛛 Samsun	g Galaxy S24	256GB (S921B) - Fialový		1942	0.66 KZ	
U něktorých skužeb (rapt. Podriková sit)	ste måže být uveden	n Lástika bez slevy z F	kárncové smítow	7		
Součet					Jednosázovi	b .	Minkol
Colum zajátíke					19 420.66	KČ +	+ 0 Kč
						_	



 Choose the delivery method (usually Expedis courier), fill in the delivery address and your own order number, if applicable, check off the terms and conditions and continue.

	Entrateliaders -> ellosaesantistatis
	Kolik Kolevitet Kontrolevitet Kolevitet Kolevi
	Znůsob deručení
	Žplach-dowbest"
	Česká polita - balk do
	Jiména Příjmení 🗌 Zadat na fysickou vsobu
	CSS-LIAT Testing T-Middle
	Kantaktei taislorei čislo* (i) Kantaktei ensell pro durukteine
	concerns concerns to the second secon
	Zadojo mlote, reste PSČ * Vyberte si potodku/balikovna *
	×
	Non automic antoin C
(CSS UAT Tweing T-Mobile LE 1
	Pacrainta ()
	Cardolana and alala
	Souniasy a podminky
	Souhiacim se všení práchami niže Souhiacim s podminkumi eShopu. Podminky nalezmete gás
	Na zášladě oprávněního zájmu můžeme nate zášazmíhy informovat s nelich produktoch a nati-dkich a to i prostřednictvím jednotkých kanálů níže (zašlatenut polížko) jate 8 tychou osobou můžeme za tímto úžslom zpracovkou i Visla osobní úžsje políčko (polížko bude prázdež) Pokud si neglejete nate natidky dostávat, můžete jednodule změnit vsle nestovoní, a to tak, že odmačite políčko (polížko bude prázdež)
	Zpět do košiku Pokračevat >

• Choose your payment method (usually an invoice) and complete your order.

5. Reports

5.1. Creating a report

• The section can be accessed via the top menu. Select the Company administration tab and choose Reports.

T.	Moje	Q 19444	ee 🖓 ien	ens () Casiy			B Hartina Sectore A	1 CIS., 12 400479 v
Т.	firma	Overview	Services	Billing	Billing Profiles	Shop	Company management ~		
						Ov	My contract		
							Orders		
							Private network		_
	Q Smith	r a morel by re	orden, afan er b	and have		_			Bearth
						_	User management		

Choose your desired report type.

Reports	
List of T-Mubile Benefit members	~
🖰 Requests for 7-Mobile Bonefit 🌒	~
Contro Sen 💿	*
😑 Overview of service settings 😝	Υ.
Baport of unpaid involces and overpayments.	×
🖹 Enterprise network setup 🏮	×

Click on the Create report button.

Reports	
🗧 Liet of T-Hubble Benefit members 😦	×
🗧 Requests for T-Hobie Benefit 😑	×
S OKISK 0	~
Commisses of earlies settings	
No reports have been created in the last 60 days.	
Report of unpaid invoices and overpayments ()	*
🖯 Enterprise hetwork setup 🔕	~

Select the type and variant of the report and confirm the selection.

New report
Overview of service settings
Report Type Cree Give The report is created innerediately Reported The report is presented as the first day of each billing-period.
Variant of the report Basis The must comparised information about phone numbers, this is a more consider Togethered Functional decomposition full report. Considered
Create a report

• You can now see an overview of the reports in the detail of each section:

Overview of service setting	inga 😦			A
				Create a report
Date and time of creation.	Type .	Statue	Variant	
15.02.2024 21.51	One-time	Ready	Banis	(*)
Available reports for the last 60 d	10 ¹			
Baport of unpaid invoice	s and overpayments 🧧			Ψ.
D. Retarging patients actually				

- A one-time report can be downloaded by clicking on the download icon, see the figure.
- Recurring reports are generated on the day of your billing period (1st, 6th, 13th or 20th day of a month).

6. User administration

6.1. List of users

In the Company administration section, under User administration, you can see a list of users who can log in to Moje firma portal. Only the Authorised Person and Business Manager roles have access to this section.

Moje	@ These	at 🖓 Save	() (i	þ. Casty			8. 14151	Demote 1 CH_ 0.433439 v	
firma	Overview	Services	Billing	Billing Profiles	Shop	Company management ~			
					Ov	Hy contract.			
						Orders			
					_	Private network			
Q Seath	or a record by n	reber, allas ir b				Reports		Bearth	
					_				
						T-Mobile Denefit			
0]		(.		Outsigns and shutdowns	สป	E	

Here you can also find the manual – Role descriptions

User management						
🔐 Role description						
Over vervice	Unar value		Contact phone / Contact e-mail			
Fill is the full service number	Atuses	×				
Type Userservices Username	Ensie uner tele	Additional administration role	Cancel search parameters Contact phone Contact e-mail	Beach		
±	Limited permissions	System Solution Administrator Service Administrator				
12	United permissions	1.Mobile Develop.Administrator Service-Administrator		>		
12	Limited permissions	System Solution Administrator				
12	Limited permissions	T-Mobile Benefits Administrator)		
8	Limited permissions					
12 C	Dimited permissions	Sales Hanaper		0		

6.2. User detail – Authorisations, Basic data, Sending notifications, Contact consents

Authorisations - primary user role and secondary administrator role

If the user has any custom services, it is possible to set a Primary user role for them.

Account offings sategory	Permissions		(Z Dauge settings
Permissions Permissions Permissions Permissions Permissions	Basic untrule Unor services	Limited permissions 🏮 7342/2577 (Said 1 Pro Fermulaes pinastica)	
III Consents to contact	Additional administrator role		Corporting
	 Admorption of the rules can be found 	n fris decument.	

• You can choose between the Standard authorisation and Restricted authorisation roles.

Se	tting the basic role
Basic rule (this rule applies only for over services)	Standard permissions (can manage the service isself) Can observe fully, activate data packages, otherge blocking settings Can see online service isting - See billing for his billing group only, including aletabed anternets (for all services on the invoice) - He can pay the bill and see the payment status - Cannot thereinstate a adaptivities contract
	Limbed germissions (the administrator manages the service for the user) Connot change tartif, activate data packages, change blocking settings Can only phange free settings (selected, still) Can only phange free settings (selected, still) Can only perform all the sec card directly on the portal (data and examing-packages) Can only see to part of the bill - spending only for this service, not for the white billing group Can only see to part of the bill - spending only for this service, not for the white billing group Can only see to part of the bill - spending only for this service, not for the white billing group Can only see to part of the bill - spending only for this service, not for the white billing group Can only the bill and can't use the pagement reture Cannot terminate the subscription contrast.
3. description of the rules can be	r faxed in this deserver). Cancel changes and set

In secondary administrator roles, the range of roles is wider. You can also find a description of the roles in the document at the top of the screen.



Basic data - name and surname

 In this section, the name and surname of the user can be changed (does not apply to the Authorised Person and Business Manager roles).

Account setting	p category	Basic data		2 Ourge attings
<u>&</u> Pernissi	rs .			
(ii) Basic dat		User name	Ampinyan Ampinyan	
C Sending	optifications	Address		
12 Concenti	to revise!			

Sending notifications

• Here you can change the user's contact details.

Nettybefore the data limit is used up 🧕	Nei	
Net/Reation method	Do not send notifications	
Contaut phone	734212117	
Additional contact phone		
Additional contact e-mail		
	Netflication method Contact phone Additional contact phone Contact e-mail Additional contact e-mail	Nutrification restrict Contact phone

Contact consents

In the Contact consents section you can view and edit some user consents.

<u>8</u> Permissions	Consents to contact from Channels to contact	I-Mobile and its partners	L Charge settings
	Direct marketing	SHG/ MHG/ Smart messages	
Conserts to contact		👩 E-mail/Letter	
		😦 cui	
	Professed contact time		
	Marketing consents		
	The cervice user can administr 777.	er these consents in the My T-Mubile mobile app or by	calling the Customer Service Line at 800 757

7. T-Mobile Benefit

< CONTENTS



Member approval, member removal, member search, member detail and member/request report option

• After logging into Moje firma portal at <u>www.moje-firma.t-mobile.cz</u>, select the Company administration tab and select T-Mobile Benefit.

T P	Moje	© Incom	es 🖓 leve) Centu			8 *	artina Beditchona 011., 10.4203/07 v	
ч.,	firma	Overview	Services	Billing	Billing Profiles	Shop	Company management ~			
						Ov	My contract			
							Orders			
						_	Private network			
						-	Reports			
							Usermanagement			
						_	(Interior Densets			
	R	1		1	alo -		Outages and shutdowns	ារាំ	F.	
	Manu	danges -		Loniter tran	der within 7-Mable	1	New number	Reports	Frame Contract	

• Choose T-Mobile Benefit in the navigation on the right or via the icons on the left to see the list of requests or the list of members.

T-Mobile Benefit Administration of requests and the members included in the T-Mobile Benefit.	Notice Source Lood C15 (2017 Facebook S Madda LG 7 Economic resp (cc) 427(0217)
Overview of requirements Merupanet of applications to induce to the Table breefit	Change Denutes - Munica and Prometing -
Overview of members Management of Dilate Bandh members	Tear Contract Realman Contract Contact We
	Accent alling Contain Machine Contain The Accent
	Concretes of regularization Concretes of members

- In the List of requests, you will see the requests waiting for approval or rejection.
- If there is more than one request, you can mark all of them and Approve the marked ones together.
- If you choose the List of members, you can see the members in the Benefits programme, automatically displayed below with the option to view the member detail or directly remove the entire member.
- If you select the Member detail, you see an overview of the member's numbers and the option to delete the member.
- The search is also possible by the member's number or name.
- You may also find the members report useful, which you can get from the basic overview.
- The section can also be accessed via the top menu under Company administration > Reports.

8. Termination of a subscription contract

8.1. Termination of a Subscription Contract

• Find the phone number you wish to terminate and click to see the detail at **Contract** in **Basic data**.

	704 60	2 403	
Valce	349	Data	Roaming
			0 Terrester i deseñades
	-	Radager Deal	No or Records
Unped Mills	COC 639-82 with 167	Actual spending	CIK BIR TR without VIT
toricity prop. Classes	the to Adding	Intro tetrapolitamiento	Apartal systems
The second second second	introducerent in Security () had	inten Teh	
Basic data			
Basic data	201021-01		torty the same bet pressed in
Residente Terrenente Terrenente	2000 401 • 404		
Resolution (Strang Age • Alter Tealing Add (2011) (2014)	Sal Tanan Maran	Tort (1995) and a positive (2) The constant as points (2) The encoded (2), (2) (2)
Resolution (* 1997) Resolution Sectore (* 1997) Resolution (* 1997) Resolution (* 1997)	Torong Age Area Torong Age Second	Safi Nacar Minar Minary	to the second se
Residence providence constraints of the second seco	Torong age a Artika Torong AddYords prove ge and works Regard a conte	Saft Factor Mittaar Mittaar Mittaar	The Tarting Society of Designs of The available power (1) Designs 2004, 2011 (2) Designs 2004, 2014 (2) Designs 2

Go to Contract termination.

	6033	572 191	
Contract detail			
ienvice number	603 372 191	Terr.	Tarit 7 Pro Ferna bergainacha 🕑
absorber contract number	70058775	Type of service	Voice service
pe of contract	Contract for an indefinite period of	Company name	CSS UAT Texting T-Mobile SHE S
MU code 🍵	Sine Request a code	Framework contract number	40101634644

Confirm the service termination.

Quick overvier	w for 603 372 1s	n	
My tariff Tarif Tariff Technologi checks	My contract	Current spending 337 CZK ::	Native Textschool 6007299 Change
Tarif abartage You have not set up any soft advertage Add on setting	Contract dead	Here information	Quick everytee
	Termination of section)	Bervian -
			Invoice and Payments -
Remaining units			Your Contract

Select the termination date, termination method and confirm with Continue.

Subscriber Contract Laterbar (anter norder inscorts Laterbar (anter norder inscorts Laterbar hore steal Contact for an indefails period Please select an end date Voor (ontext or o Voor (ontext or o
21 E2 SO(4 7 F per channels for Contract and proving to willing to an additional payment. Backed Lancebrack martifield 0 F truncing to finite 0 0 0 0 0 0

In the last step, confirm termination.

Termination of Subscriber Contract for 603 372 191	Ratine Dealectoral 602072/01 Otange)
Confernation will set the termination of the Subscriber Confead according to your requirement. Any vice score used to schedule terminate?	Quice evenues	
	Bevus	
(term) take	Invoke and Payments	-
	Yow Contract	

8.2. Retrieving the OKU (subscriber authentication code)

• Find the phone number and click on OKU retrieval in Basic data.

Territorium Territor 401	5.0	tari (Moj-Anno del Dester 🔽
Terretoriates 🔹 Arthu	Contract	her er stedelinten person 🔛
States and States and States	588.0x4	Discourse (M. 1971
Tendeprocheders (% Monda)	1988 toolahawi	magnetic disprisers
(100 - 100 -	Patrone	Nitrae .
Newslaw Net and		

Filter your desired phone number and view documents.

Overview Subscriber Contracts	Montiner Doutlechcried
Information about Contract	6/15/2100
Pere yos have the basic information on their largestart Contants	Change
Number of your Contract	Quick premiers
 Terms of the Contract - the length of the Contract (contract termination), the Weimum mentily performance (the amount you pay well-mentil). 	famina -
Advantages - Ist all the advantages that come with pained important Casternar Contract	invites and its matrix
Important Customer Contract	Ther Contract
Company warms C 55 UAC Treating Talkolole SMI(5	PUK-ooles Business-Contrad
Customer Contract search Deal ~	Contact Info Other concerts
	Account setting
All Carefued Type w All Stating Profiles (Mr.)	Actionatic Legin Overview Subscriber
	Contracts
	Administration of transfer
 To sites the OEU code, search for a specific contract and disk on "New documents". Five contracts are displayed, search for the contract via the "biophrase number" field. 	
Overview of services	
Duration Type of Salth Contract Type Exploring Action	
603 272 191 GSM Self 7 Pro Ferry Contract lie an Year	

Fill in your admin password.

Overview Subscri Information about Contract New yorkers the task information and New or have the task information and New of the Contract. Its length of the answer you pay such ments; Information of the advertage of	iber Contracts he impotent Castoner Context Rec Context (castoner Context) performance het context) performance Context	Marine Deatechovel 403072101 Change Quick technice Services Involce and Payments	
Exportant Customer Con Organy sees CN 08 Desting Titlebile SME 5 Disords 800 372 HS Noted service Costs Cost Control Los Control Los Control Los	Grant Lantae Decizio Sant F Pro firma ber sinadha Sant F Pro firma ber sinadha	Peur Constant PRK roles business Contact Contact Info Other consumin Accent onling Automatic cogin Operation Soluciober Contacts Dire Constants	
Participant conflication scole (5 Differ the password for computation	Participant verification code (DKU code) Dire the password to communication - duit on the lutter to display the DKU code.		

• Once confirmed, the OKU will be displayed.

Overview Subscriber Contracts Information about Contract Here you have the back information on the Inported Costance Contract - Andrew dynar Contract - In longit of the Costant (contract termination), the Minimum meetity performance (the amount you pay servince) - Antentages - the of the advectages that come with paired Proported Costance Contract		Martine Deutschool
		80372-04
		Casp
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		Involutional Payments
Important Customer Contract	Important Customer Contract	
C85 UAT Tenting Talloble SME 5		POK codes Desiness Contract
C comes 60 322-191 Type d'armite GMB possiel Contract Type Contract Type Contract for an indefinite period Participant verification code (DNU code)	Constant aurolaer Asexis76 Tarif F Pro-Timma lost pilotaike	Contact Info Other consents Account welling Automatic Lages Describer Soldschlar Contaction Other Journauts Administration of transfer reguests
Saturdae Varification Code (DNJ)	BYIRECORPUS	