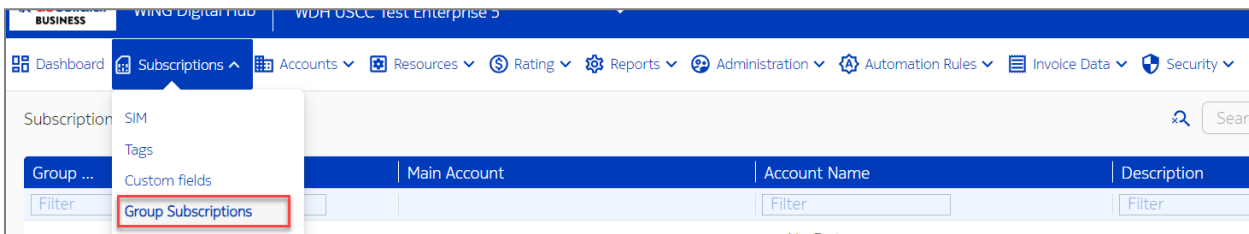
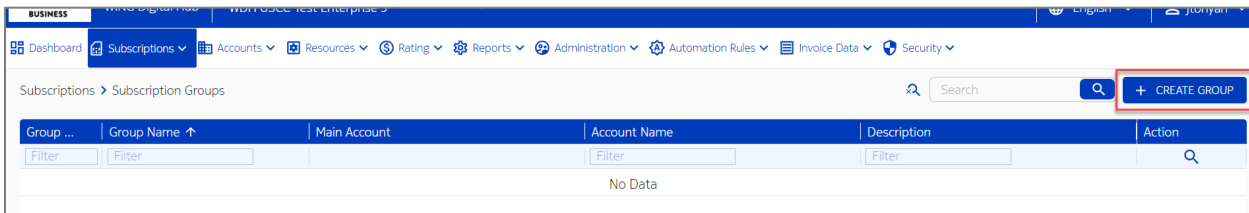


## Create and Assign a Group in ConnectHQ

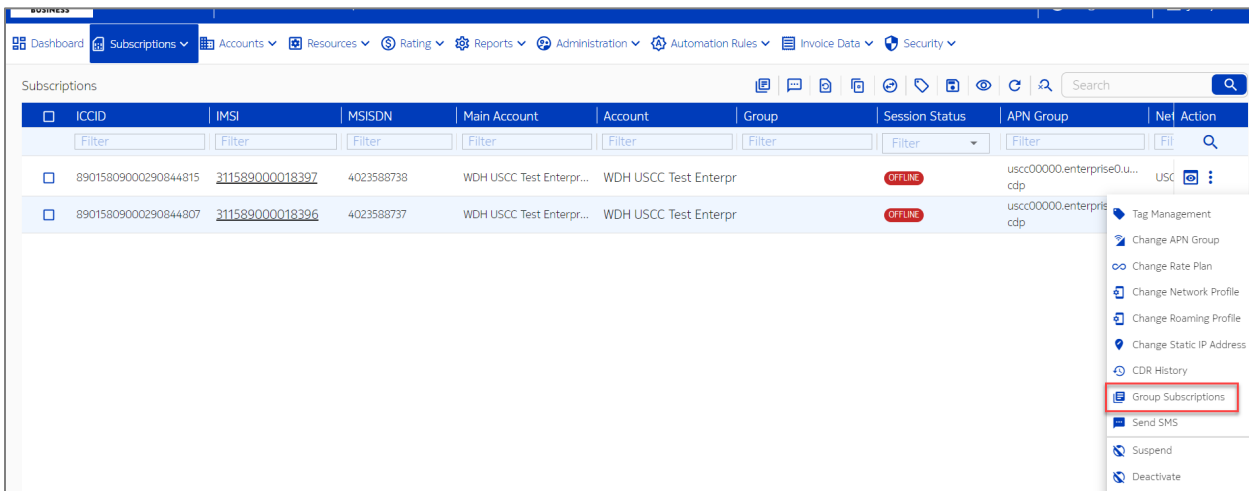
1. Log in to ConnectHQ
2. Select the Subscriptions menu
3. Select the Group Subscriptions menu



4. Select + Create Group



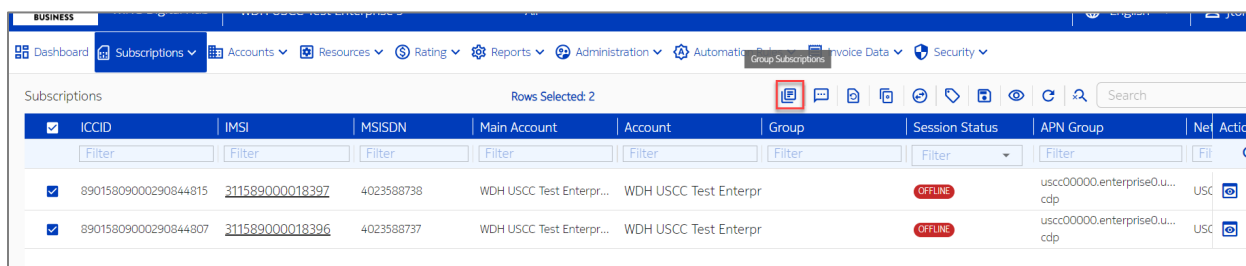
5. Choose a Name and Description of your Group
6. Go back to Subscriptions menu to view your sims
7. Select the sim you wish to group and click the actions icon/Group Subscriptions



8. Select the group in which you want to assign your sims
9. Click GROUP

## Assign a Group – Bulk

1. From the Subscriptions Menu:
  - a. Select the checkboxes to the left of each sim you would like to Group
  - b. Click the Group Subscriptions icon



The screenshot shows the 'Subscriptions' menu in the ConnectHQ interface. The table below displays two rows of subscription data. The 'Group Subscriptions' icon, represented by a group of people, is highlighted with a red box in the top toolbar.

ICCID	IMSI	MSISDN	Main Account	Account	Group	Session Status	APN Group	Net	Action
<input checked="" type="checkbox"/>	89015809000290844815	<u>311589000018397</u>	4023588738	WDH USCC Test Enterpr...	WDH USCC Test Enterpr	OFFLINE	uscc00000.enterprise0.u... cdp	USC	
<input checked="" type="checkbox"/>	89015809000290844807	<u>311589000018396</u>	4023588737	WDH USCC Test Enterpr...	WDH USCC Test Enterpr	OFFLINE	uscc00000.enterprise0.u... cdp	USC	

2. Select the group in which you want to assign your sims
3. Click GROUP

**\*\*\*Please note you can assign different users to grouped sims. To see how to assign users, please reference the “Create a User in ConnectHQ” guide\*\*\***