

How to Reactivate PRODA B2B device

- **In spike** -> System -> CCS Provider Entry Point
- **PRODA** Login (Person with attribute enabling them to access b2b device) -> enter 2 Step verification code
- **PRODA** homepage -> click on Organisations (top R corner)
- **My Organisations** -> click on Organisation Name (in pale blue font in box)
- **Organisations Details** -> note PRODA RA (Organisation) number
- Scroll down to **B2B Devices** box -> click on drop arrow -> click on Device Name
- **Details for Device: spike** -> click on disable B2B device > confirm > then click on New Device Activation Code -> click on Generate New Device Activation Code > **record accurately > check/record the Org ID**
- Minimise PRODA screen (logout after successful activation)
- **In spike** -> System -> Spike CCS Maintenance - > login (spike User Name & Password). If you get a blank screen make your default browser Google Chrome and try again
- Under **Services** click on Service name -> under **Authorised** click on device name (spike) (if you get a red CCS not available at the top, close it and continue)
- Next screen click on the three dots (top right hand side)
- Click on **Register**-> enter Activation Code and Org ID (PRODA RA Organisation number) -> click on Register
- Click on three dots again (top right corner) -> Verify
- **Green band with “Successful Verification” at top of screen**
- Logout of Spike CCS Maintenance and PRODA