

# How to setup SMS

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## Careerlister Pricing and Signup Instructions

This pricing and signup guide is meant to assist an existing Careerlister account with signing up for Careerlister's SMS service and integrate it with the supported SMS provider. Careerlister's supported SMS service provider is Twilio. Careerlister at this time only integrates with one service provider and may add more in the future. Careerlister will connect to Twilio in a similar way that Careerlister connects to your Email account. In both cases Careerlister doesn't charge for the email or SMS service but does charge to connect to the service provider.

**The cost:** Careerlister SMS service is as follows for each account type.

• Basic - \$25 / month charge to connect to Twilio in addition to the Careerlister Monthly Fee! • Plus - \$25 / month charge to connect to Twilio in addition to the Careerlister Monthly Fee! • PRO - \$10 / month charge to connect to Twilio in addition to the Careerlister Monthly Fee

Service Type	Careerlister Service / mo	Careerlister Service with SMS / mo
Basic	\$35	\$60
Plus	\$50	\$75
Pro	\$75	\$75

The following are pricing for Careerlister services as of 9/1/2014 and are subject to change without notice. Pro accounts receive a lesser fee increase because of the type of account PRO is. More services at a better value.

Twilio's pricing is and will always be subject to Twilio's terms and agreements. Twilio pricing is available at <https://www.twilio.com/sms/pricing> (<https://www.twilio.com/sms/pricing>).

Twilio's Pricing & Fees	Pricing Per Unit
SMS (inbound/outbound)	\$0.0075 / SMS
Call Forwarding to your office landline	\$0.01 / minute
Twilio Number	\$1 / month

As of this document's publishing. Please see Twilio's website for exact details

Ex: For \$20 you can send and receive 2666.667 SMS messages. If only 20 messages send/ receive a day then \$20 can last a company over 3 months. This is subject to the amount of use.

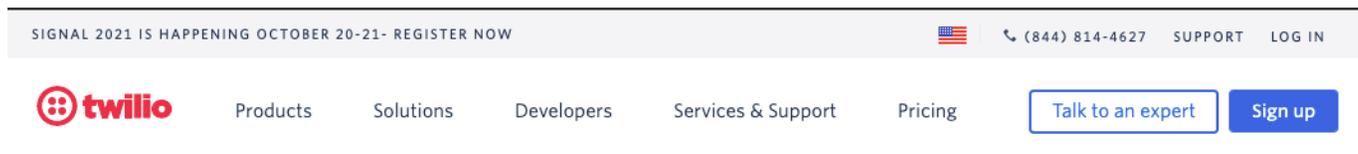
To start using SMS with Careerlister follow the **Getting Started** Guide below.

## Getting Started

To get started with using SMS with Careerlister, a new Twilio account would need to be signed up. Follow the directions below to sign up for a new Twilio account.

1. Go to <https://www.twilio.com> (<https://www.twilio.com>)!
2. Click the Sign up link.!
3. Fill in the owner of the account's information.!
4. Click Get Started!
5. Follow the directions on the next page(s) including choosing the number your company will want to send SMS from. (This is a mobile number only and not a land line.) Calls can be made from this number if you'd like through Twilio's services but not through Careerlister at this time.

Once you have signed up your account will be in a DEMO / Trial mode. Careerlister can not use the account in this status. At this time you will need to fund the account. Upgrade your account from Trial to Paid account.



### Upgrade and Fund Account

On the Dashboard page click the Billing menu item. Then click the Billing Overview menu item if not selected. Then click the Add Funds button to add a minimum of \$20. Follow the instructions to add a credit card to the account. Twilio will allow you to choose the amount you would like fund the account with. \$20 is the minimum (as of this document's writing). You can optionally allow Twilio to fund the account every time the balance on the account reaches \$10!

The screenshot shows the Twilio Billing Overview page. At the top, there is a navigation bar with 'Console', 'My first Twilio account', a search bar, and 'Account' and 'Billing' dropdowns. A red warning banner at the top states: 'Your account is limited to 500 messages / day. We're reviewing your account & will update you soon.' The main content area is titled 'Billing Overview' and contains three sections: 'Billing Information' with a 'CURRENT BALANCE' of '\$20.00' and an 'Add Funds' button; 'AUTO RECHARGE' which is 'Enabled' with a link to 'Edit auto recharge settings'; and 'INVOICE' which states 'Your August invoice will be available by the 10th of September' and 'There are no invoices available to download'.

Once you have funded your account you will need to obtain several items for Careerlister and set two fields. Create an email to send to us using the following format: Click the Dashboard menu item. There is a box with the Account SID and the AUTH TOKEN. Click view to see the auth token. See Below in => **Obtaining the Access Keys and phone number**

## Buy a new number

1. Go to # in the main menu for Phone numbers
2. Click the + button to buy a new number.

The screenshot shows the Twilio 'Buy a Number' page. It features a left-hand navigation menu with 'Develop' and 'Monitor' tabs, and a sub-menu for '# Phone Numbers' including 'Manage', 'Active numbers', 'Released numbers', 'Buy a number' (highlighted), and 'Verified caller IDs'. The main content area has a red warning banner at the top: 'Your account is limited to 500 messages / day. We're reviewing your account & will update you soon.' Below this is the 'Buy a Number' section with a 'Country' dropdown set to 'United States', 'Capabilities' checkboxes for 'Voice', 'SMS', 'MMS', and 'Fax' (all checked), 'Search criteria' dropdown set to 'Number', and a 'Match to' dropdown set to 'First part of number'. A 'Search' button and a 'Reset filters' link are also present. A note at the bottom says: 'Search by area code, prefix, or characters you want in your phone number.'

3. Search for and select a number. Follow all Twilio prompts until number is purchased.

## **The following must be completed before sending activation email to CL:**

Set the Voice Request URL and the Messaging Request URL. (This is important to do now).

1. Go to <https://www.twilio.com/console/phone-numbers/incoming>. Click on the number you wish to use with CL.

Console  
My first Twilio account

Develop Monitor

Phone Numbers  
Manage  
**Active numbers**

Released numbers  
Buy a number  
Verified caller IDs  
TwIML apps  
Port & Host  
Regulatory Compliance  
Messaging  
Flex  
TaskRouter  
Studio  
Functions  
Elastic SIP Trunking

Your account is limited to 500 messages / day. We're reviewing your account & will update you soon.

## Active Numbers

Buy a number →

Inventory Filters: Number [dropdown]  
Configuration Filters: Voice URL [dropdown]

Filter Reset filters

Number	Friendly Name	Capabilities				Active Configuration
		Voice	SMS	MMS	Fax	
[redacted]	New Orleans, LA	[phone icon]	[sms icon]	[mms icon]	[fax icon]	<b>Voice</b> Webhook (POST): <a href="http://twimlets.com/forward?PhoneNumber=[redacted]">http://twimlets.com/forward?PhoneNumber=[redacted]</a> <b>Messaging</b> Messaging Service: [redacted]

← Previous Next →

\* Can send/receive calls to domestic numbers only  
 † Can send/receive sms to domestic numbers only  
 ‡ This number does NOT support SIP Trunking  
 ▲ Can make emergency calls.  
 (national) A non-geographic number  
 (beta) This number is new to the Twilio Platform  
 (hosted) This number is hosted on the Twilio Platform

2. Then look for Voice > "A CALL COMES IN" field. Change that to the url in the instructions for the voice => **<http://twimlets.com/forward>**  
**<http://twimlets.com/forward?PhoneNumber=770-555-1234>** **[?PhoneNumber=770-555-1234](http://twimlets.com/forward?PhoneNumber=770-555-1234)** **<http://twimlets.com/forward?PhoneNumber=770-555-1234>**.  
 Change **770-555-1234** to your office's landline. Do **NOT** put in the Twilio number. Make sure it has the dashes. (Note: The number used here is where the call is forwarded to when a person calls the Twilio number.)

Console  
My first Twilio account

Jump to...

Account Billing

Develop Monitor

Phone Numbers /  
**Voice & Fax**

ACCEPT INCOMING  
Voice Calls

CONFIGURE WITH  
Webhooks, TwiML Bins, Functions, Studio, or Proxy

A CALL COMES IN  
Webhook  
http://twimlets.com/forward?PhoneNumber=404-555-1234 HTTP POST

# Phone Numbers  
Manage  
Active numbers  
Released numbers  
Buy a number  
Verified caller IDs  
TwiML apps

3. Then look for Messaging> "A MESSAGE COMES IN" and put in the URL => [http://www.careerlisterapp.co](http://www.careerlisterapp.com)  
[\(http://www.careerlisterapp.com:3500/sms/m:3500/sms/](http://www.careerlisterapp.com:3500/sms/m:3500/sms/)

<http://www.careerlisterapp.com:3500/sms/>

4. Click SAVE

### To Sign up for Careerlister's SMS service

Start an email with the following format.

**TO:** services@careerlistr.com

**Subject line:** [NAME OF COMPANY] SMS signup.

**Body of email:**

ACCOUNT SID: [ACCOUNT SID]

AUTH TOKEN: [AUTH TOKEN]

Twilio Phone Number : [phonenumber]

**\*\*Add any questions or requests.\*\***

## **READ BELOW BEFORE SENDING EMAIL**

(Start this email now to have something to copy and paste into. Follow the below directions to include the required bracketed items.)

Make sure to replace the [ ] brackets with the correct SID, Auth Token and Phone Number. Follow the directions below to learn how to obtain the above required information.

### **Obtaining the Access Keys and phone number**

Careerlistr needs to connect to your account to send and receive data from Twilio. To do so there are three pieces of data (Account SID, Auth Token, & Twilio phone number) that must be sent to Careerlistr to sign up for SMS.

- Make sure you are logged into your Twilio Account!
- Click Account
- Click General Settings
- Look for the Account SID and the AUTH TOKEN
- Copy the Account SID: and paste it into the above email you have started in the correct place!
- Click the lock icon next to the Auth Token (the auth token will show) and copy the auth token and paste it into the email in the correct place.

The screenshot shows the Twilio console interface. At the top, there's a navigation bar with 'Console' and 'My first Twilio account'. A search bar is present with the text 'Jump to...'. Below the navigation bar, there's a sidebar with 'Account' selected, showing options like 'Manage account', 'Keys & Credentials', and 'Trust Hub'. The main content area is titled 'General Settings' and includes a warning message: 'Your account is limited to 500 messages / day. We're reviewing your account & will update you'. Below this, there's a 'Properties' section with 'PROJECT NAME' set to 'My first Twilio account' and 'ACCOUNT SID' highlighted with a red box. The 'Require Two-Factor Authentication (2FA)' section is also visible. At the bottom, there's an 'API Credentials' section with 'LIVE Credentials' and 'TEST Credentials'. In the 'LIVE Credentials' section, the 'ACCOUNT SID' and 'AUTH TOKEN' fields are highlighted with red boxes and labeled with red arrows and text: 'ACCOUNT SID' and 'AUTH TOKEN'.

- Click on Numbers in the main menu.
- Click the number you have signed up with and wish to use with Careerlister.
- Copy the number that has the + in front of it. Ex: +4045556789. Paste that number into the email you've started in the Phone Number bracket.

Now it's time to Send the Email that was created previously with all the values correctly replaced.

Careerlister will activate SMS for your account as soon as possible after receiving all the correct information.

We require that the **Getting Started** and **Upgrade and Fund Account** sections of this document be completed first before Careerlister can assist.

Also confirm Careerlister has the permission to access your Twilio account and the cost of the SMS service.

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### **After your Careerlister account is Activated for SMS**

Once your careerlister account has been activated for SMS the ability to create SMS Templates will be available.

- Go to Admin > SMS Templates.
- Create a new SMS Template by clicking the blue New Template button.
- Create the new template as you would an email template by filling in the text area with your short message. You have the ability to add template code just like email templates.

Ex: SMS sent contains 200 characters. 200 / 160 will result in two SMS messages sent and charged by Twilio. - depending on the carrier of the recipient it may receive two SMS messages or it may put two into one on their phone.

- - If a recipient replies STOP to an SMS from your company Twilio will stop sending SMS messages to your recipient any and every time.
- - SMS messages can only be sent to a mobile phone service with SMS activated on the recipient's carrier. Twilio will charge to send the SMS messages regardless if it is to a mobile phone or a landline. Only mobile phones can receive SMS messages. Careerlister is not responsible for SMS sent and charged but not delivered.
- - Careerlister requires the Mobile Phone field to be filled out on the Applicant Info page to send a SMS. It is recommended that this number is verified with the SMS recipient. Too many bad attempts to send SMS and SPAMing recipients will result in Twilio suspending or canceling your SMS account with them. Careerlister is not responsible for the maintenance of this relationship with Twilio. **Please obtain and read their policies on SMS.**

### **SMS facts:**

- SMS are 160 characters in length

-SMS can contain more than 160 characters but will be charged by Twilio per 160 characters. Ex: SMS sent contains 200 characters. 200 / 160 will result in two SMS messages sent and charged by Twilio.

- depending on the carrier of the recipient it may receive two SMS messages or it may put two into one on their phone.

If a recipient replies STOP to an SMS from your company Twilio will stop sending SMS messages to your recipient any and every time.

SMS messages can only be sent to a mobile phone service with SMS activated on the recipient's carrier. Twilio will charge to send the SMS messages regardless if it is to a mobile phone or a landline. Only mobile phones can receive SMS messages. Careerlister is not responsible for SMS sent and charged but not delivered.

Careerlister requires the Mobile Phone field to be filled out on the Applicant Info page to send a SMS. It is recommended that this number is verified with the SMS recipient. Too many bad attempts to send SMS and SPAMing recipients will result in Twilio suspending or canceling your SMS account with them.

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<a title="beforecomplete"></a>
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HTML

