

Onboarding - How to Create an API Token

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Overview

An API token authenticates calls to the Onboarding Portal API for one account.

This article outlines how to create an API token that can be used in Automations.

Creating the API Token

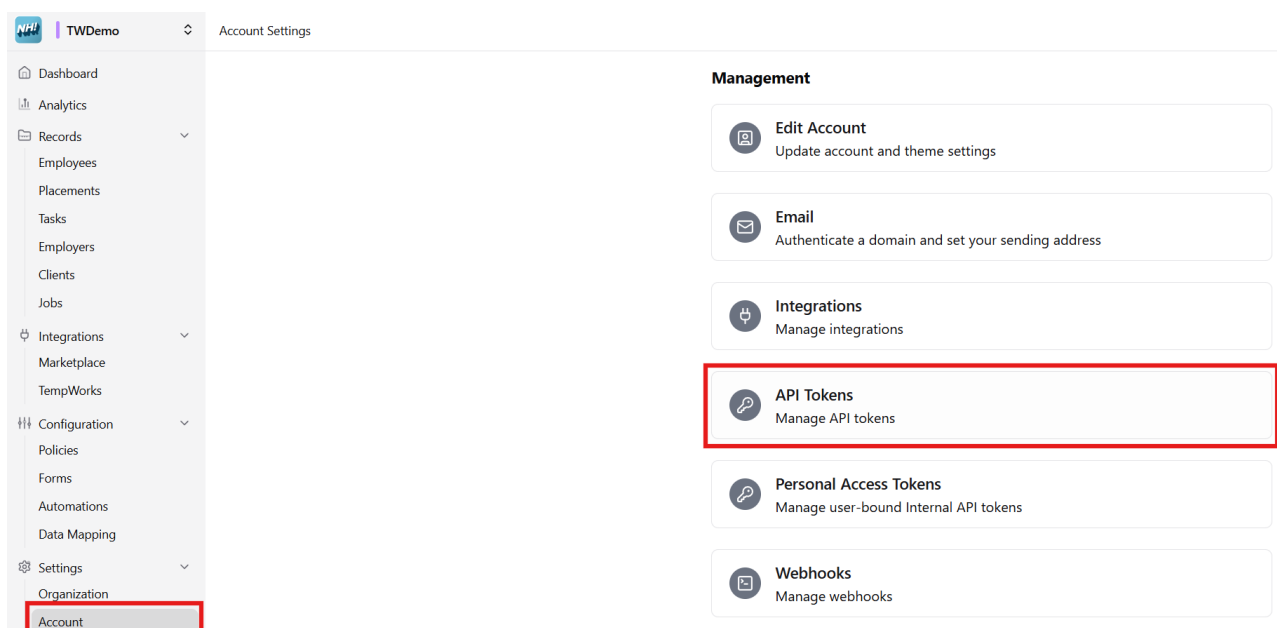
A token is scoped to the account and mode it's created in. Confirm you're in the mode you want it to act on (test or live) before you generate it.

Note You will need the following permissions to create API Tokens:

- View API Tokens
- Create API Tokens

For more information on permissions, please see the article titled [Onboarding - User Groups and Permissions](#).

Navigate to the Onboarding Portal > Settings > Account > API Tokens:



Select "Create Token" at the top right:

Account Settings / API Tokens				API Docs	Create Token
☐ Show expired					
Token	Name	Expiration	Created	Created by	
ot_live_cd0b.	T-Shirt Size Message Logging	Never	39 minutes ago	joshua.kramer@tempworks.com	
ot_live_234d.	Onboarded Automation Token	Expires 4 years from now	1 week ago	kyle.williams@tempworks.com	

Within the "Create API Token" sidebar, enter a name, add an expiration date (leave blank for the API Token to never expire), and select "Create":

×

Create API Token

API tokens authenticate your integrations with the Onboarded API.

Name

Message Logging

Expiration

MM / DD / YYYY, — : — AM CDT

📅

Leave empty for a token that never expires.

Create

Copying and Storing the API Token

Once created, you will need to immediately copy the API Token and store it in a secure location:



Token Created

 Please copy your token below. Once you close this dialog, you will no longer be able to access it.

[Redacted Token]



Done

Note You will be unable to save the API Token if you navigate away from the "Token Created" window.

If you do not save the API Token, you will need to delete the API Token and create it again.

To do so, you will need the "Delete API Token" permission.

Related Articles