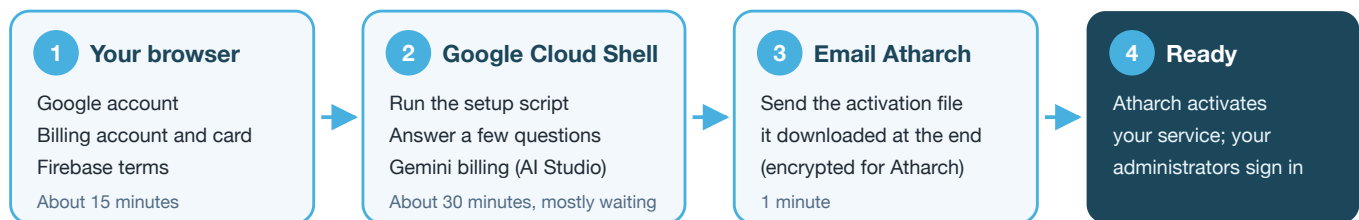


# Tenant Setup Instructions

These instructions show how to set up Archer Intelligence for your organization in your own Google Cloud account. You do every step yourself. Atharch never gets access to your Google account or your project.



## Before you start

- A computer with the Chrome browser, a mobile phone for text messages, and a credit or debit card.
- Your organization's legal name and address.
- The email addresses of your administrators (1 to 10). **Each administrator must first create an account** at [www.atharch.com/archerintelligence](http://www.atharch.com/archerintelligence) (**Create account**) with exactly that email address.
- Read the [Data Owner Agreement](#). It explains who owns your data, the Google costs you pay, and your responsibilities.

## Service region

Archer Intelligence currently supports the **United States market**. If you use it from another country, you must comply with United States law as well as your local law, and responses may be slower because of the network distance. See section 3.5 of the [Data Owner Agreement](#).

## Part 1. In your browser

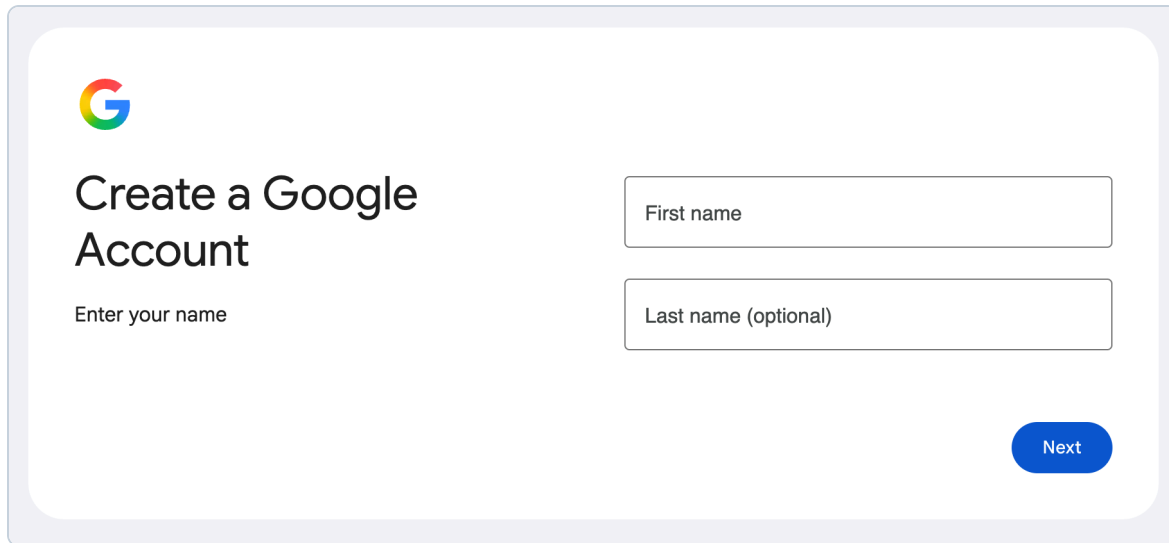
about 15 minutes

### 1 Create a dedicated Google account

Use a Google account that serves only Archer and belongs to your organization, not to one employee.

1. Open [accounts.google.com/signup](https://accounts.google.com/signup) and create a new Gmail address, for example `acme.archer.kb@gmail.com`.

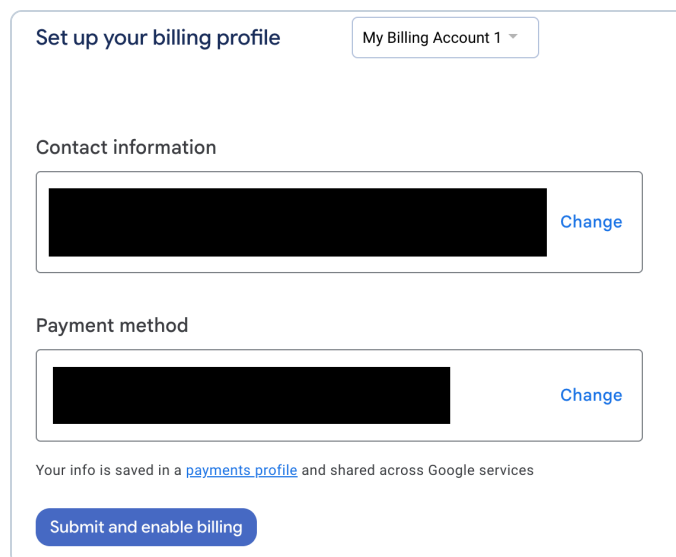
2. Do **not** use a Google Workspace address (an address managed by your IT department).
3. Turn on **2-Step Verification** and keep the password in your organization's password manager.

The screenshot shows the 'Create a Google Account' page. On the left, there is the Google 'G' logo, the heading 'Create a Google Account', and the instruction 'Enter your name'. On the right, there are two input fields: 'First name' and 'Last name (optional)'. At the bottom right, there is a blue 'Next' button.

Create a new Gmail address for your organization.

## 2 Create a Google Cloud billing account

1. Signed in with the new account, open [console.cloud.google.com/billing/create](https://console.cloud.google.com/billing/create).
2. Choose **Business** as the account type, enter your organization's legal name and address, and add a card.
3. Click **Submit and enable billing**.
4. If Google starts a **free trial** instead, open **Billing**, then **Overview**, and click **Activate full account**. Otherwise everything stops when the trial ends.

The screenshot shows the 'Set up your billing profile' form. At the top, there is a dropdown menu labeled 'My Billing Account 1'. Below this, there are two sections: 'Contact information' and 'Payment method'. Each section has a blacked-out input field and a 'Change' link. At the bottom, there is a blue button labeled 'Submit and enable billing'. A note at the bottom states: 'Your info is saved in a [payments profile](#) and shared across Google services'.

Enter your organization's contact information and a card, then click Submit and enable billing.

### 3 Accept the Firebase terms

Open [console.firebase.google.com/?forceCheckTos=true](https://console.firebase.google.com/?forceCheckTos=true) with the same account and accept the terms. You do not need to create anything there.

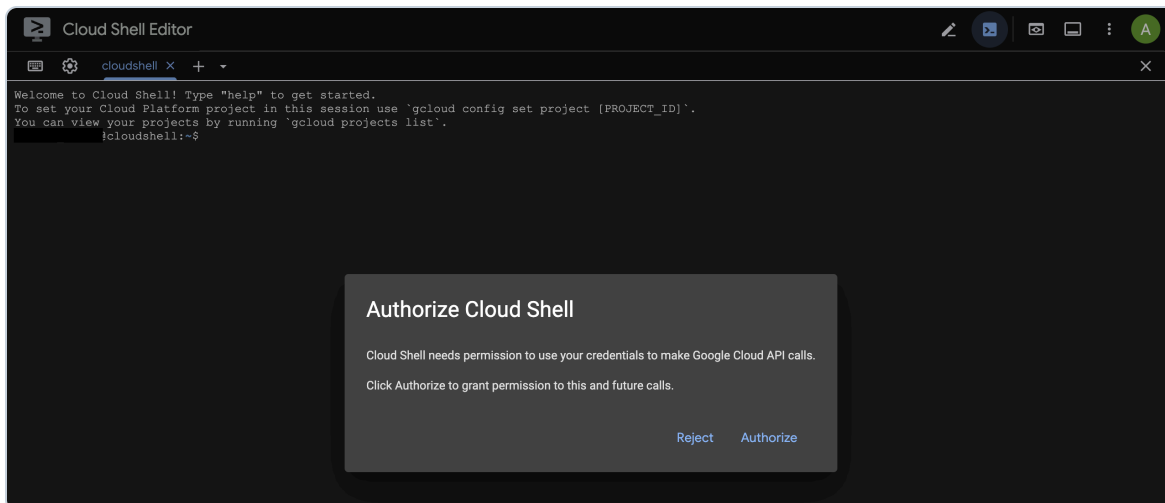
## Part 2. In Google Cloud Shell

about 30 minutes, mostly waiting

### 4 Run the setup script

1. Signed in with the dedicated account, open [shell.cloud.google.com](https://shell.cloud.google.com). Click **Authorize** if Google asks.
2. Paste this command and press **Enter**:

```
curl -fsSL0 https://www.atharch.com/assets/downloads/tenant-tools/archer-tenant-setup.py &&
python3 archer-tenant-setup.py
```



The first time, Cloud Shell asks for permission. Click Authorize.

Keep the window open while the script works. When a Google service needs a few minutes, the script waits and tries again by itself.

## 5 Answer the questions

- **Continue with this account?** Answer **y** only if it shows the dedicated account.
- **Company Name:** the name your users see in Archer, for example "Acme Public Library".
- **Administrators:** enter their email addresses one at a time, then press Enter on an empty line.
- **Location:** choose the United States.
- **Billing account** and **project ID:** press Enter to accept the suggestion.
- **Monthly budget** for alert emails: press Enter for 200, or type another amount.
- **Second billing administrator:** optional, press Enter to skip.
- **Any other question:** press Enter to accept the suggested answer.

## 6 Set up the Gemini API billing

Google bills Archer in two separate places. You set up the first one in step 2. The script now checks the second one and, if it is missing, shows you how to set it up:

### Google Cloud billing

Set up in step 2

Pays for the database, files and functions  
Charged to your card monthly  
Free trial credits can be used

### Gemini API billing (Google AI Studio)

Set up now, while the script waits

Pays for the AI answers  
Prepaid credits, at least 5 US dollars  
Free trial credits cannot be used

1. Open [aistudio.google.com/projects](https://aistudio.google.com/projects) with the dedicated account. If your project is not listed, click **Import projects** and select it.
2. In your project's row, click **Set up billing** and choose your billing account.
3. If Google asks for prepaid credits, buy at least 5 US dollars (**Set up prepay** or **Buy credits**).
4. Click **Set up auto-reload** and turn it on, for example: add 20 dollars when the balance falls below 5 dollars.
5. Go back to Cloud Shell and press **Enter**. If you cannot finish now, type **later**, and run the setup command again when the billing is ready.

**Projects** Understanding projects + Create a new project Import projects

Search for a project

| Project                | Keys           | Created      | Monthly Spend | Billing Tier                 | Status |
|------------------------|----------------|--------------|---------------|------------------------------|--------|
| Default Gemini Project | Create API key | Oct 24, 2026 | -             | Set up billing<br>Free tier  |        |
| [Redacted]             | 1 key          | Oct 22, 2026 | [Redacted]    | My Billing Account<br>Tier 1 |        |

Google AI Studio, Projects: click Set up billing in your project's row.

**Gemini API Billing** Docs

Billing account: My Billing Account \$0 eligible GCP credits

• Paid 1 - \$250 Billing Account Tier Cap 1 Project: [Redacted]

**Payments**

Credit balance  
[Redacted]  
[View credit summary](#)

Prepay Auto-reload: Off Set up auto-reload

Your credits are used to pay for your Gemini API services before they run. Credits are non-refundable, except as allowed by the [supplemental credit terms](#), and expire a year after the purchase date.

Buy credits

Google AI Studio, Billing: buy credits and set up auto-reload.

**Keep Auto-reload on.** When the credits run out, all your knowledge bases stop answering until you add credits. Google also limits new accounts to 250 US dollars of Gemini usage per month; ask Google for a higher limit on the Gemini API billing page before many users start.

## 7 Send the activation file to Atharch

1. At the end, your browser downloads `archer-activation-<project ID>.enc`. Check that it is in your Downloads folder (on an iPad or iPhone: the Files app, Downloads), then answer **y** to **Is the file there?**
2. If it is not there, answer **n**. The script then shows a download link that only your Google account can open. Open it in a new browser tab.
3. Email it to your Atharch contact. It is encrypted so that only Atharch can open it.
4. Delete your copies (on your computer and in your sent email) after Atharch confirms.

**[18/18] Activation file for Atharch**

You send the activation file to Atharch so that Atharch can connect your project to the Archer platform.  
It is encrypted so that only Atharch can open it.

Create the activation file now? [Y/n]:

✓ Activation file created and encrypted for Atharch

Your browser will now ask where to save archer-activation-acme-public-library-archer-kb.enc.

Check that archer-activation-acme-public-library-archer-kb.enc is in your Downloads folder.

Is the file there? [y/N]: y

✓ Downloaded.

**Setup complete for acme-public-library-archer-kb.**

Next steps:

1. Make sure each administrator has created an account at <https://www.atharch.com/archerintelligence/>
2. Email the downloaded file archer-activation-acme-public-library-archer-kb.enc to your Atharch contact.  
It is encrypted so that only Atharch can open it. Delete your copy after Atharch confirms.
3. Keep Auto-reload turned on for your Gemini API credits in Google AI Studio.

Example: the end of the setup in Cloud Shell (shortened).

Atharch then activates your service and tells you when your administrators can sign in at [www.atharch.com/archerintelligence](https://www.atharch.com/archerintelligence/) with **Sign in as administrator**. What the activation file contains is described in section 4.3 of the [Data Owner Agreement](#).

## If something goes wrong

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- **Run the same command again.** Finished steps are skipped. This also works after Cloud Shell disconnects.
- **Start over:** to remove everything an unfinished setup created, run `python3 archer-tenant-setup.py --rollback`. This deletes the new project.
- **Get help:** each run saves a log file in `~/archer-tenant/logs`. Send it to your Atharch contact.

| If the script says                                         | Do this                                      |
|------------------------------------------------------------|----------------------------------------------|
| Your Google account belongs to a Google Cloud organization | Use the dedicated account from step 1        |
| No active billing account was found                        | Do step 2, then press Enter                  |
| Firebase needs you to accept its terms once                | Do step 3, then press Enter                  |
| The project ID ... is already taken                        | Accept the new suggestion or type another ID |
| The Gemini API billing is not set up for this project yet  | Do step 6, then press Enter                  |
| The functions package failed its signature check           | Stop and contact Atharch                     |

## After the setup

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- **Use the project only for Archer.** Do not add other applications or Cloud Functions to it, and do not remove its `archer-tenant` label.
- **Updates:** when Atharch announces an update, follow the *Tenant Update Instructions*.
- **Replace the Gemini API key:** run the setup command again, choose your project, and answer **n** to **Keep this key?**
- **Download the activation file again:** run the setup command again, choose your project, and answer **y** to **Download it again?**
- **New activation file:** create one only if Atharch asks you to. Run the setup command again and answer **y** to **Create a new activation file?**

Related documents: [Data Owner Agreement](#) · [Privacy Policy](#) · [Terms of Service](#). Google may change the look of its web pages; the steps stay the same.