New way to start your order.

If you used <u>Create new order</u> or <u>Product Catalog</u> links you will now use <u>Add service</u> or <u>Change service</u>.

Add service

Adding Private IP (PIP), Internet Dedicated Services (IDS), Secure Cloud Interconnect services (SCI) or a Verizon VoIP location?

- Click on <u>Add Service</u>, then <u>Add Product</u>
- Select PIP, IDS, VoIP or SCI and click continue
- The rest of the flow is the same

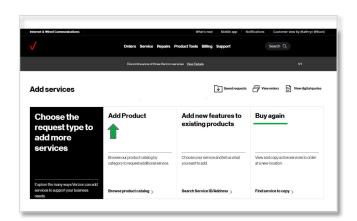
Adding Toll Free, Business Line, POTS or other product?

- Click on Add Service, then Add Product
- Select the product and click continue

Buy again, are you want to order the same thing again at a new address?

- Click <u>Add service</u>, then <u>Buy Again</u>
- Search for installed service to copy









Changes

Making changes to your VoIP services?

- Click Change service
- Search entering a telephone number,
 VolP location ID or Enterprise ID
- Select the VoIP service you want to change
- Select what you want to change from the activity drop down
- The rest of the flow is the same

Saved requests

Trying to open a saved request?

 Click <u>Saved requests</u> from the top menu under Orders

View quote when ready

<u>Looking for a quote</u> for a request you made online?

 Click <u>All quotes</u> from the top menu under Orders – Digital quotes

