



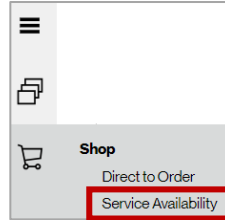
Fiber to the Internet (FTTI) Add Address Job Aid



Enables carriers to deliver superior fiber optic Internet connectivity all the way to the businesses they serve

Getting Started

From the **Shop** menu, click “**Service Availability**”



Availability Configuration

1. Select **Product Name: Broadband Services**
2. Select **Product Offering : Fiber to the Internet**
3. Choose **Company Name** from the drop down
4. Modify **Group Name** if needed, (minimum of 4 characters maximum of 12)

Availability Configuration

Product Name* Broadband Services 1	Product Offering* Fiber to the Internet (FTTI) 2	Company* ABC Telephone 3
Group Name* FTT103112203 4		

1. Enter **Location**
2. Enter **Sublocation Information: Structure, Elevation, Unit (If needed)**
3. Click **Save** (optional)

Click **Availability**

Upload **1** **2** Delete Copy Add

No.	Location*	Sub-Location Information(Structure, Elevation, Unit)
1	393 AMAR ST	

3 Save Availability

4. Click the outer box, then click **Add Address**. You will be redirected to the Local Service Interface (LSI)

Download **4** availability.buttonTitles.refresh Add Address Edit Group Delete Submit

RequestID	Location	Sub-Location Information	FTTI Available	Existing Service at Location	Max Speed	Status	Expires
<input checked="" type="checkbox"/> FTT103112203-001	393 AMAR ST,	NA	Yes	Yes	2 Gbps / 2 Gbps	Open	01/29/2024

Availability Functions
Download- Download location details onto a csv file
Refresh- Reload page
Edit Group-Modify Location details
Delete- Remove a Location
Submit- Start an Order



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Add Address

1. Input all applicable info and submit the **Add Address** Order
2. Enter the PON and click search to track the status

Fiber to the Internet Place your Order - Address validation - Customer CSRs -

Initiator Information

Order	<input type="text" value="Address Build"/>	PON	<input type="text"/>
CCNA	<input type="text"/>	Clec Initiator Name	<input type="text"/>
Clec Initiator Phone Number	<input type="text" value="8881231234"/>	Clec Initiator Email Address	<input type="text"/>

End User Information

End User Name	<input type="text"/>	End User Phone Number	<input type="text"/>
Onsite Contact Name	<input type="text"/>	Onsite Contact Phone Number	<input type="text"/>
House Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Directional Prefix	<input type="text" value="Select Street Directional"/>	Street Name	<input type="text"/>
Street Directional Suffix	<input type="text" value="Select Street Directional"/>	Thoroughfare	<input type="text"/>
Unit Type	<input type="text" value="Select Unit"/>	Unit Value	<input type="text"/>
Elevation Type	<input type="text" value="Select Elevation"/>	Elevation Value	<input type="text"/>
Structure Type	<input type="text" value="Select Structure"/>	Structure Value	<input type="text"/>
City	<input type="text"/>	State	<input type="text" value="Select State"/>
Zip Code	<input type="text"/>		

Remarks Information

Remarks

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PON Search Information

PON

Signed in as Charlene