



Private Line Order Job Aid (VzB)



Supports Dedicated Access Line, IXC Private Line, Metro Private Line, US Private Line, US Private Line SONET

Getting Started | Quote

- A Quote must be initiated prior to the order submission process. Please refer to the following Quote Job Aid: **Private Line**
- Complete the Quote process
- The Quote will be displayed in the Request Worklist once submitted

Order Process

Note: All required fields are denoted with an asterisk (*)

From the **Shop** menu, select: **Direct to Order**:

1. Select Product Name: **Private Line**
2. Select the applicable **Product Offering**:
(this example uses Metro Private Line)
3. Select **Company Name**
4. Enter **Request Name** (minimum of 4 characters max of 16)



Product Name * Private Line 1	Product Offering * IXC Private Line 2	Company * -- Select One -- 3
Request Name * Required 4	<div style="border: 1px solid red; padding: 2px;"> Dedicated Access Line IXC Private Line Metro Private Line US Private Line US Private Line SONET </div>	

1. Request Type: Order
2. Choose Order Type: **Install**
Change | **Move** as applicable
3. Select Requested Due Date
4. Enter Contact Name
5. Enter Contact Email
6. Enter Contact Phone number
7. Upload file (*if a Template is needed download from the template icon). A Quote PDF should be uploaded along with template file to limit order delays.
8. Enter Remarks if desired

Request Type: Order 1 Order Type: Install 2 Remarks: 8

Requested Due Date: MM/DD/YYYY 3 Contact Name: 4 Contact Phone: 6

Contact Email: 5

Upload Template: 7 Submit

Click **Submit**

Note: Order will be displayed on the Request Worklist



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Update a submitted Request

From the **Order Worklist Request**

1. Click the status Link

2. Select Edit Order to make changes (if needed)
3. Update Requested Due Date (if needed)
4. Upload the revised template with a new file name (as applicable)
5. Add Remarks (as desired)
6. Use the Discard button to exit the request with no changes

Click **Submit** to proceed

Milestones

Additional Detail:

Use the following link to manage [Supps](#) & [Milestones](#)