



(VBIS) Verizon Business Internet Security Job Aid

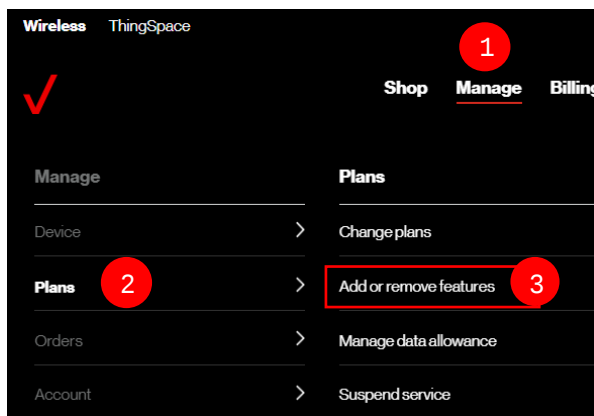
Things to Know

Log into [My Business](#) to add Verizon Business Internet Security options

Getting Started

From the **My Business** Dashboard:

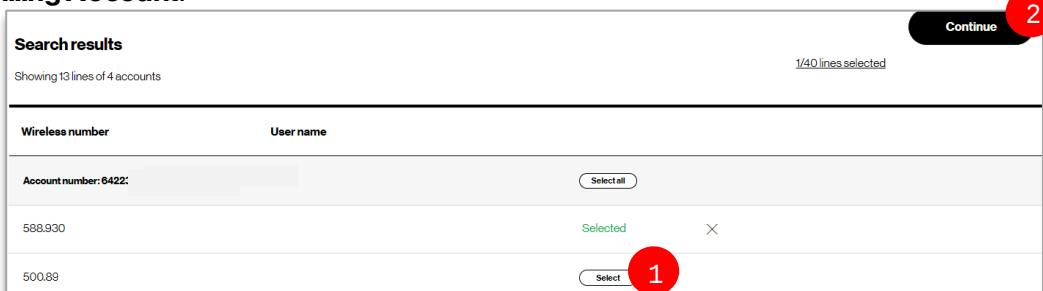
1. Select **Manage**
2. Choose **Plans**
3. Click **Add or remove features**



Billing Account Details

Choose the appropriate **Billing Account**:

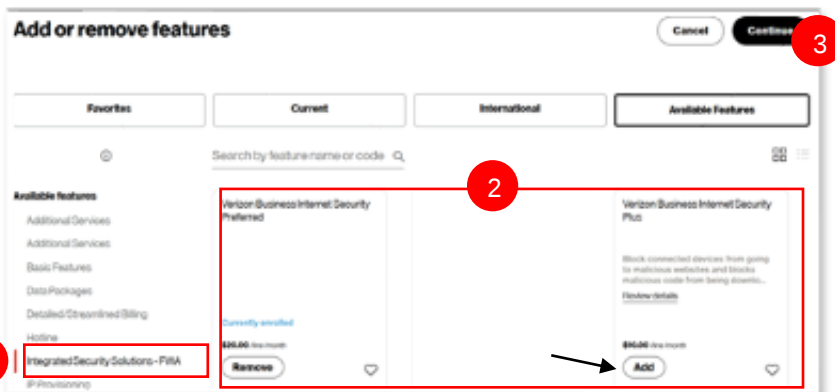
1. Click Select
2. Click Continue



Account Features

Under **Available Features**:

1. Select Integrated Security Solutions - FWA
2. Choose the applicable security option (click add)
3. Click Continue





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Review and Submit

1. Review feature selection for accuracy

Select line or account

Select feature

Review & submit

Review and submit

Get excited, you are almost done.

Account: 342
Please review the following details for accuracy and select an effective date.

Estimated cost impact: Your bill is increasing by \$10.00
[View details](#) ^

	Pricing	Lines	Monthly total
Added features			
Verizon Business Internet Security Plus	\$10.00/mo	1 line	\$10.00/mo

2. Choose appropriate Bill Date

☐ **Back date**

- 06/11/2024
- Effective on 1st day of your current billing cycle.
- Recommended for adding features that benefit your entire billing cycle
- Recommended if removing features that are not needed for your current billing cycle usage.

☐ **Future date**

- 07/11/2024
- Effective on 1st day of next billing cycle.
- Recommended if you want the new features to take effect starting with your next billing cycle and do not need them for your current billing cycle.

☒ **Today's date**

- 06/18/2024
- Effective today.
- Recommended if you want the new features effective as of today's date.
- Note that on your next bill, you may see a charge for some of the costs of old features, calculated from the beginning of your billing cycle through today.

☐ **Pick a Date**

- Pick a Date
- Effective on the date that you select
- Note that prorated charges will apply when selecting this option for billable features.

Today:

3. Choose Order Notification Contact (or add new contact)

Order Notification

Who will the order confirmation be sent to?

[Add another email address](#)

1. Click **Submit**

Submit