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

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Things to Know

- To successfully place an FTTI (Fiber to the Internet) order, please **enter a complete address, including** any **pertinent sublocation information** (when applicable).

- **If the sublocation details are not available** after you enter the base address:
  1. Click the "Availability" box `Availability`
  2. Click on the outer box (next to the entered address).
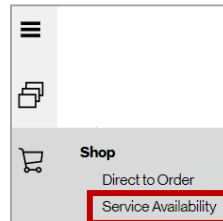 3. Choose "Add Address" to input the sublocation details

- **When adding a new address**, please **enter** the following **in the remarks section** of the Add Address screen: **Building Fiber availability = Y**

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 (continued)

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

Click **Availability**

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

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