



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

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:
 - Click the "Availability" box **Availability**
 - Click on the outer box (next to the entered address).
 - Choose "Add Address" to input the sublocation details

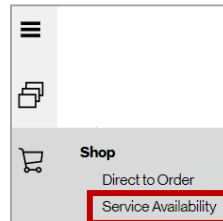
Download	availability button	Times	refers	Add Address	Edit Group	Delete	Submit
Request ID	Location	Sub-Location Information	FTTI Available	Existing Service at Location	Max Speed	Status	Expires
FTT10312203-001	363 AMAR ST	NA	Yes	Yes	2 Gbps / 2 Gbps	Open	01/29/2024

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

Remarks Information	
Remarks	<input type="text" value="Building Fiber availability=Y"/>
<input type="button" value="Submit Order"/>	

Getting Started

From the **Shop** menu, click "**Service Availability**"



Availability Configuration

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

Availability Configuration			
Product Name*	Product Offering*	Company*	
Broadband Services 1	Fiber to the Internet (FTTI) 2	ABC Telephone 3	
Group Name*			
FTT10312203 4			



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Availability Configuration (continued)

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

Click **Availability**

The screenshot shows a web form for adding a location. At the top left is an 'Upload' button. The form has two main sections: 'Location*' and 'Sub-Location Information(Structure, Elevation, Unit)'. The 'Location*' section contains a table with one row: '1' in the 'No.' column and '393 AMAR ST, GERMANTOWN, MD, 20876, USA' in the 'Location' column. The 'Sub-Location Information' section is empty. At the bottom right, there are 'Records Per Page' (set to 10), '1-1 of 1', 'Previous', 'Next', 'Save', and 'Availability' buttons. Red circles with numbers 1, 2, and 3 point to the 'Location*' header, the 'Sub-Location Information' header, and the 'Save' button respectively.

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

The screenshot shows a table with columns: RequestID, Location, Sub-Location Information, FTTI Available, Existing Service at Location, Max Speed, Status, and Expires. The first row has a checked checkbox in the 'RequestID' column, 'FTTI03112203-001' in the 'RequestID' column, '393 AMAR ST.' in the 'Location' column, 'NA' in the 'Sub-Location Information' column, 'Yes' in the 'FTTI Available' column, 'Yes' in the 'Existing Service at Location' column, '2 Gbps / 2 Gbps' in the 'Max Speed' column, 'Open' in the 'Status' column, and '01/29/2024' in the 'Expires' column. Above the table is a toolbar with buttons: 'Download', 'availability.buttonTitles.refresh', 'Add Address', 'Edit Group', 'Delete', and 'Submit'. A red circle with the number 4 points to the 'Add Address' button.

<input type="checkbox"/>	RequestID ↑↓	Location ↑↓	Sub-Location Information ↑↓	FTTI Available ↑↓	Existing Service at Location ↑↓	Max Speed ↑↓	Status ↑↓	Expires ↑↓
<input checked="" type="checkbox"/>	FTTI03112203-001	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

Address Build

PON

CCNA

Clec Initiator Name

Clec Initiator Phone Number

8881231234

Clec Initiator Email Address

End User Information

End User Name

End User Phone Number

Onsite Contact Name

Onsite Contact Phone Number

House Number

Street Directional Prefix

Select Street Directional

1

Street Name

Street Directional Suffix

Select Street Directional

Thoroughfare

Unit Type

Select Unit

Unit Value

Elevation Type

Select Elevation

Elevation Value

Structure Type

Select Structure

Structure Value

City

State

Select State

Zip Code

Remarks Information

Remarks

Building Fiber availability=Y

Submit Order

Fiber to the Internet

Place your Order - Address validation - Customer CSRs -

PON Search Information

PON

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Search Q

Signed in as Charlene