



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

ß	Shop	^
	Quote	
	Solution	
	Product Package	
	Direct to Order	
	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)

Product Name*	Product Offering*	Company*
Broadband Services	Fiber to the Internet (FTTI)	ABC Telephone
Group Name*		

- 1. Enter Location (access the Data Library to view pre validated address locations for FTTI)
- 2. Enter **Sublocation Information**: Structure, Elevation, Unit (If needed)
- 3. Click Save (optional)

Click Availability

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No	•	Location*		Sub-Location Information(Structure, Elevation, Unit)	2				
,		OR OWNERS	57	× 📀					ł.
				Records Per Page 10	• •	sors	1	Next	÷

- 1. View results below to determine FTTI eligibility
- 2. Click the outer box, then click **Download** to view all address locations on a csv file
- 3. Click C to refresh page
- 4. Click Add Address (to add a new location within the Local Service Interface)
- 5. Click the outer box and **2** to **Edit Group**
- 6. Click the outer box and 💼 to **Delete** the transaction
- 7. Click Submit (move the availability transaction to Order)

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	⊥ Downloa	d				C ^I Refresh	⊘ Add Address	Edit Group	Delete Submi
2	Z	Request ID 1	Location 1	Sub-Location Information	FTTI Available	Existing Service at Location	Max Speed	Status 1	Expires 1
		FTTITEST5160-001	1680 WALKER AVE, UNION, NJ, 07083, USA	APT A	Yes 1	No	2 Gbps / 2 Gbps	Open	05/12/2025



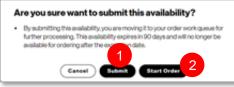


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Availability Continued

- 1. Click **Submit** (this action moves the availability transaction to the Order Worklist to be processed at a later time) or
- 2. Click Start Order (this action allows you to immediately begin working on the order)



Configuration

- Click the pencil 🖍 to modify the Order Name aka PON (Max length is 16)
- FTTI03114015-001
- Click the Flag to move a priority order towards the top of the order worklist (once order is saved)

Product Selected: Fiber to the Internet (FTTI)

Make the following selections:

- 1. Choose from the list **Product Availability** options:
 - FTTIBusiness
 - FTTI Additional Line (select this option if there is working service at the location)
 - FTTI-Migration
 - FTTI-Consumer (residential service)
 - TDM to Fiber to the Internet

Product Availability:			TDM to Fiber to the Internet (FTTI)	
● FTTI - Business () FTTI - Additional Line O FTTI - Migration	O FTTI - Consumer		
Speed*				•
Selected: 1 Gbps				
25 Mbps 50 Mbps	75 Mbps +More			

Note: Selecting TDM to Fiber to the Internet (FTTI) will require the population of the following field values

- TDM Circuit ID (required field)
- 3rd Party (conditional field)

TDM Circuit*:		
3rd Party:		





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Configuration (continued)

- 1. For FTTI Migration, the following steps must be taken:
 - Step 1: Contact Verizon to Disconnect existing Fios service and request an extended due date
 - Step 2. Submit FTTI Migration Order following the steps below using the same Requested Due Date as the Disconnect Order

Γ	Product Availability:	TDM to Fiber to the Internet (FTTI)
	FTTI - Business FTTI - Additional Line FTTI - Migration	O FTTI - Consumer
	Speed*	1
	Selected: 1 Gbps	
2	25 Mbps 50 Mbps 75 Mbps +More	

- 2. Choose the appropriate Speed
- 3. Select Type of Data:
 - Dynamic
 - Static (applicable to FTTI-Business only)
- 4. Contract Terms: Month to Month, 2 Years
- 5. Select **TSP** (as applicable)
- 6. Enter End Customer Name
- 7. Enter End Customer Telephone Number
- 8. Add Remarks (as applicable)

Click Next

Routing Info Type Of Data Selected: Dynamic	• Dynamic	
Contract Ter 2 Years		TSP: None
End Custom	or Namo':	End Customer Telephone Number *: 7
Remarks:	8	





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Contacts

Provide the following contact details

- Implementation Contact
- End Customer (Local Contact)
- Alternate Local Contact
- Multiple IP Block Technical Contact

Click Next

Note:
The End Customer and Alternate Contact must be different

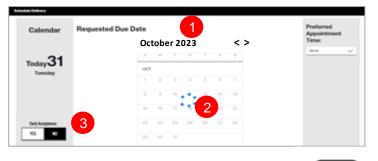
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Requestor Contacts					
haqabaraan Maaraan'''	* General Example*				
Email's	Pequeet				
	mer Bosal Contactly.				
	Tegated				
Altumate	Local Contacts				
Name's	Pequeed				

Delivery

- 1. Click the appropriate Month
- 2. Select the Requested Due Date
- 3. Click "Early Acceptance" Yes or No

Note: Choose "**Yes**" if you wish to accept delivery of the circuit prior to the **Requested Due Date** (if an earlier delivery is possible)

Click Next to proceed



Summary

Review Order Summary

- 1. Click to Save Order
- 2. Assign Order (if needed)
- 3. Download order 🕹
- 4. Click back button to make adjustments

Click Submit

Common Order Status:

Open- Order saved but not submitted for processing Submitted- Order submitted for processing In Progress- Order is being worked Canceled- Order has been cancelled Error- There is an error that requires action Completed –Order is provision complete

Additional Detail:

Use the following link to manage Sups & Milestones

FTTI Ordering Tips

1. Use the "Build Address" process when no sublocations are documented for the specific address

2. FTTI Additional Line should be selected if there is already working service

3. FTTI Migration is not available for use

4. If accessing LSI and Exchange at the same time, open one application in a Chrome browser and the other application in a Chrome Incognito window
5. When configuring the Static IP Block, selecting anything over 13 will require additional details Email DNS, Web, Application and VOIP Servers

Verizon Partner Solutions Exchange Training

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