



*My Business Account*

# ONLINE PURCHASING

Wireless User Guide

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## **Online Purchasing Overview**

My Business Account allows you the convenience of ordering the most current plans, devices and accessories for your company's users at any time.

- Order new lines of services, upgrade your devices, keep your number (port in), order accessories, and check your order status.
- Corporate contract pricing is displayed on all sites
  - Includes: All free phones, discounted devices, access discounts, accessory offerings, etc.
- When promotions are offered within My Business, the lowest cost will be displayed.
- You can place a single order, multiple device orders, or a bulk order.

## My Business Account Home page

When you first log in to My Business Account, the “**Home**” page will appear. Notice that there are three sections relevant to Ordering Online.

1. **Manage Lines and Accounts:** lists all wireless numbers and account you have access to. Within this area you can use the search function to quickly locate what you need. Click on any of the linked wireless numbers to see a holistic view of that line of service through the wireless number center. Or select the check box next to one or multiple numbers and use the Action menu to complete a transaction.
2. **Favorites:** provides quick access to commonly used links and transactions. Easily edit your favorites to suit your unique needs.
3. **Billing & Payments:** jump right into making a payment within this section.
4. **Message Center:** shows important information regarding your Verizon services.

2 Favorites

3 Billing & Payments

4 Message Center

1 Manage Lines and Accounts

Wireless Number  Search

Select lines, then choose an action below to continue:

Filter results by: **Lines** Accounts

13 Lines in Current Filter  
0 Lines Selected

<input type="checkbox"/>	Wireless Number	User Name	Upgrade Date	Usage
<input type="checkbox"/>	404-673-10	XXXXXXXX-XXXX	Eligible for upgrade	Line Usage
<input type="checkbox"/>	404-673-16	XXXXXXXX-XXXX	Eligible for upgrade	Line Usage
<input type="checkbox"/>	404-694-4	XXXXXXXX-XXXX	Eligible for upgrade	Line Usage
<input type="checkbox"/>	404-783-31	XXXXXXXX-XXXX	06/30/2015	Line Usage
<input type="checkbox"/>	470-330-10	XXXXXXXX-XXXX	02/21/2016	Line Usage
<input type="checkbox"/>	470-330-3	XXXXXXXX-XXXX	07/07/2015	Line Usage
<input type="checkbox"/>	470-388-47	XXXXXXXX-XXXX	Eligible for upgrade	Line Usage
<input type="checkbox"/>	470-865-13	XXXXXXXX-XXXX	Eligible for upgrade	Line Usage
<input type="checkbox"/>	470-865-14	XXXXXXXX-XXXX	Eligible for upgrade	Line Usage

## Choose Location Link

The choose location link allows you to enter your work ZIP Code so that it will be pre-populated during the ordering process.

To set your location:

1. Click on the “Choose Location” link.



2. "Enter you work ZIP Code".

**Choose location by zip code**

Changing your location while shopping will clear any selected items in your cart.

Enter your work zip code:

Remember my location

**Continue**

3. Click the "Continue" button. You have successfully saved your location.



**Choose location by zip code**

Changing your location while shopping will clear any selected items in your cart.

Enter your work zip code:

Remember my location

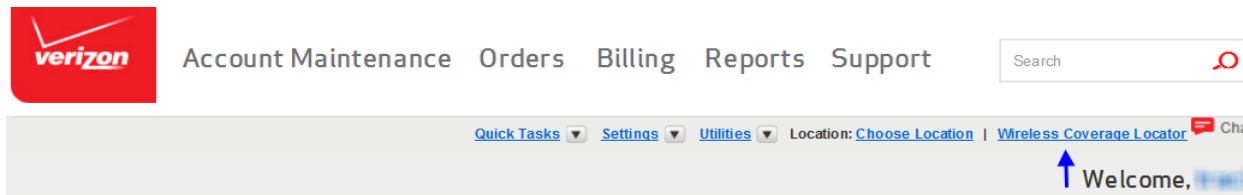
[Continue](#) ←

## Wireless Coverage Locator

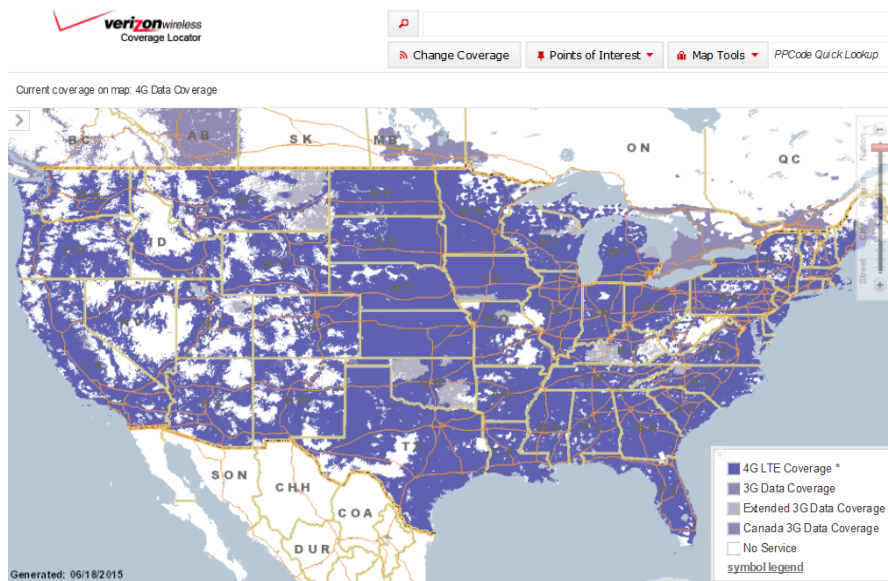
The Wireless Coverage Locator displays a coverage map for all Verizon Wireless products and services. The available selections are color-coded for easy reference.

Using the Wireless Coverage Locator:

1. Click on the “**Coverage Locator**” link.



2. Select the type of service you want to search by clicking on the “Change Coverage” box.



3. A pop up box with a choice of price plans will appear for you to select your search criteria.

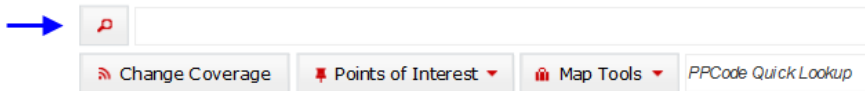


4. Click the "Refresh Map" button. The coverage will display.

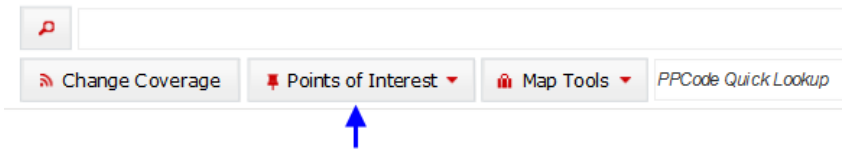




5. You can also search by Address or Points of Interest.



6. A "Points of Interest" marker is available to save any select addresses for future reference.



## Saved Addresses

The "Saved Addresses" feature in the "Utilities" dropdown allows you to save up to 25 addresses specifically for use when ordering. These addresses are specific to company users who have been assigned full buying privileges within My Business Account.

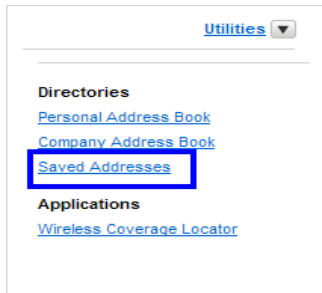
To save a business address:

1. Click on the "Utilities" dropdown.



2. Go to the "Saved Addresses" page.

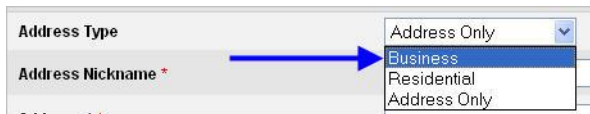




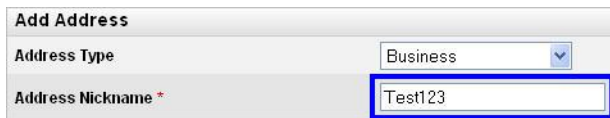
3. Click on the “**Add**” button to add a new address.



4. Select “**Business Address**” from the “**Address Type**” dropdown.



5. Enter an easy-to-remember nickname in the “**Address Nickname**” field.



6. Enter a recipient’s name in the “**Attention**” field. This should be the person who will be receiving orders in that location.

Company Name *	<input type="text" value="Test Co"/>
Attention *	<input type="text" value="Mr. Testeverde"/>

7. Enter the company's name in the "Company Name" field.

Address Nickname *	<input type="text" value="Test123"/>
Company Name *	<input type="text" value="Test Co"/>

8. Enter the address information for the business. Note: All addresses are validated against the USPS database of known addresses. However, if your address is valid but you receive an error message, you must submit the address by clicking the continue button 4 times to override the error message. This will save the address in the system.

Address 1 *	<input type="text" value="15505 sand canyon ave"/>
Address 2	<input type="text"/>
City *	<input type="text" value="irvine"/>
State *	<input type="text" value="ca"/>
Zip Code *	<input type="text" value="92832"/>

9. Enter your phone number in the "Phone Number" field. Note the number must be entered according to the following format "xxx-xxx-xxxx"

Phone Number *	<input type="text" value="555-555-1234"/>
Email *	<input type="text" value="test@tester.com"/>

10. Enter your email address in the "Email Address" field.

Phone Number *	<input type="text" value="5555551234"/>
Email *	<input type="text" value="test@email.com"/>

11. Verify that the information is correct, and then click the “**Continue**” button.

Phone Number *	5555551234
Email *	test@email.com
<b>Continue</b> ←	

12. Confirm the information is correct, and click the “**Submit**” button. You have successfully saved a business address.

Phone Number	555-555-1234
Email	test@tester.com
<b>Cancel</b> <b>Submit</b> ←	

## Orders Tab

From the “**Orders**” tab you can order new lines of services, upgrade your devices, keep your number (port in), order accessories, and check your order status.

The “**Orders**” tab contains three sub-tabs:

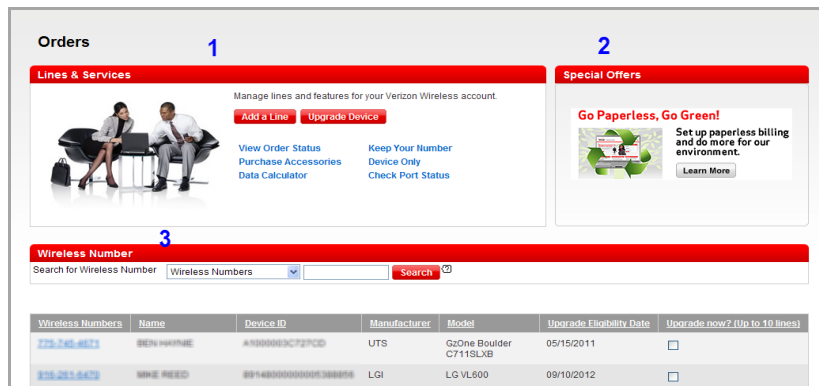
- Overview
- Lines and Services
- Order Status

## Orders Overview page

The Orders “**Overview**” page contains three main sections:

1. **Lines and Services** - lists quick links to:
  - **Add A Line**
  - **Upgrade**
  - **View Orders Status**
  - **Purchase Accessories**

- **Data Calculator**
  - **Keep Your Number (Port In)**
  - **Device Only**
  - **Check Port Status**
2. **Promotional Offers** - contains current Wireless, Internet, and Phone promotions. Clicking on an offer will take you to a page that contains details about the promotion, and a link to purchase the device/service being promoted.
3. **Wireless Number** – quick links within the mobile number that bring you to the Wireless Number Center, Wireless Number details to include device user name, model, ID Upgrade Eligibility Date, and quick access to Upgrade Now for up to ten lines.



Types of Orders:

- **Add a Line** - add new user(s)
- **Keep your Existing Number** - add a new company user that wants to keep their wireless number from another wireless carrier
- **Upgrade Phone** - purchase a new phone for a current company user
- **Device Only** – purchase a device without a contract or price plan

- **Purchase Accessories** - purchase accessories for a current company user
- **View Orders** – check the status of your online order

## View Orders page

From the “**View Orders**” page, you can check the status of pending orders that have been placed through My Business Account.

**View Orders**

View Order Status (Orders created within the last 30 days are available for viewing)

Search for:

Page 1 of 2 [Next](#) >

Date Submitted	Order Id	Status & Shipping	Order Type	User Id
02/10/2011	<a href="#">MB5000001512</a>	<a href="#">View</a>	New Service & Equip	LOU
02/10/2011	<a href="#">MB5000001512</a>	<a href="#">View</a>	New Service & Equip	LOU
02/10/2011	<a href="#">MB5000001512</a>	<a href="#">View</a>	New Service & Equip	LOU
02/08/2011	<a href="#">MB5000001499</a>	<a href="#">View</a>	New Service & Equip	S
02/07/2011	<a href="#">MB5000001499</a>	<a href="#">View</a>	New Service & Equip	DEM
02/06/2011	<a href="#">MB5000001496</a>	<a href="#">View</a>	New Service & Equip	
02/06/2011	<a href="#">MB5000001496</a>	<a href="#">View</a>	New Device Only	DEM

## Completing Orders

### Purchasing Device and Service

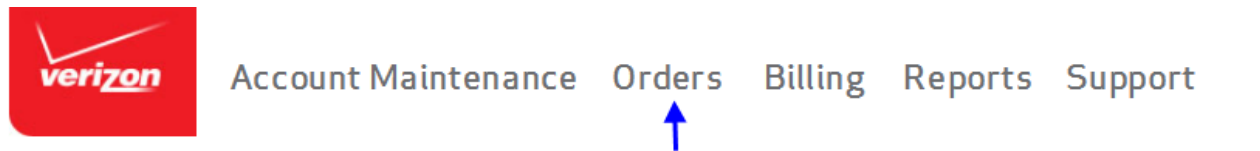
Note: Two custom settings can be enabled on your profile to create unique packages for your account. This feature is called **Custom Packages**. Custom packages can be created to include a device, plan, accessories and features. Packages can be built for only a single device, plan, feature or accessory. Once a package is created you can save the package to simplify the ordering process on future orders. You can also set up the shopping path to limit other users to only purchase from predefined packages. This is available to the following user roles: SPOC, Analyst, Admin and Buy. For more details refer to the “**Company and Personal Packages**” How to Use Guide published under the **Support** tab in My Business Account.



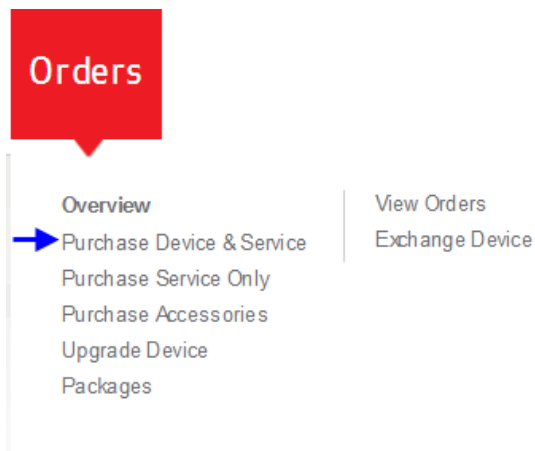
Another setting that can help you control ordering and account maintenance on your account is Manager Approval. **Manager approval** is a setting that is enabled via a customization request form by your Business Sales Associate. Approving Managers must have My Business credentials and be role-appropriate (must be able to access Commerce screens for Commerce; Account Maintenance screens for Account Maintenance). Orders would flow to a single approving manager or multiple levels of approving managers based on how you define your settings. For more information, contact your Business Sales Associate today.

To choose a shopping path:

1. Click on the “**Orders**” tab.



2. Go to “**Orders**”, select “**Purchase Device & Service**”.



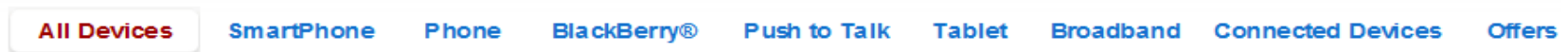
## Select a Phone or Device

The “**Select Phone or Device**” page lists and provides details for all the phones and devices available for you to order.

### Phone Type tabs

The phone type tabs allow you to select which type of phone will display. Simply click on one of the tabs to view that type of phone or device. Note: If you have any packages saved on file, they will display as their own tab here as well.


Devices are grouped in to six types:



- All Devices
- Packages
- BlackBerry®
- SmartPhone
- Phone
- Push to Talk
- Broadband
- Tablet
- Connected Devices

On each page, you will see a picture of the device, details about the device, and your company's pricing for that device. Keep in mind there are some promotions that will not display until the *checkout* page of your order.

[BlackBerry® Bold™ 9930 smartphone without camera](#)



★★★★★

**Key Features**

- 1.2GHz Processor
- V Cast Music
- Bluetooth Stereo Support
- VZ Navigator
- Global Ready
- Push to Talk

Pricing	
Full Retail	\$509.99
Contract Price	\$149.99
<b>Your Price</b>	<b>\$149.99</b>

Select Quantity

[Add to Cart](#)

To view more in-depth details, click on the device image or the device name link.

[BlackBerry® Bold™ 9930 smartphone without camera](#) ←



★★★★★

**Key Features**

- 1.2GHz Processor
- V Cast Music
- Bluetooth Stereo Support
- VZ Navigator
- Global Ready
- Push to Talk

Pricing	
Full Retail	\$509.99
Contract Price	\$149.99
<b>Your Price</b>	<b>\$149.99</b>

Select Quantity

[Add to Cart](#)

### Contract Term Options

Pricing of devices will reflect the contract term selected here.



Display: [All Devices](#) [Packages](#) [BlackBerry®](#) [SmartPhone](#) [Phone](#) [Push to Talk](#) [Broadband](#) [Tablet](#) [Connected Devices](#)

Pricing for: 2 year contract [Show more filters](#)

### Feature Finder

The “**Feature Finder**” enables you to filter which phones/devices are displayed based specific features. Click on the “Show More Filters” link to open the Feature Finder pop up.

Pricing for: 2 year contract [Show more filters](#)

**Feature Finder** Close

Select All

**Features**

<input type="checkbox"/> 4G Technology	<input type="checkbox"/> Android	<input type="checkbox"/> Bluetooth	<input type="checkbox"/> Built-in FM Radio
<input type="checkbox"/> Built-in webcam and microphone	<input type="checkbox"/> Camera	<input type="checkbox"/> Email	<input type="checkbox"/> GPS Enabled
<input type="checkbox"/> Mobile Broadband Capable	<input type="checkbox"/> Global Ready	<input type="checkbox"/> HTML Web Browser	<input type="checkbox"/> Instant Messaging
<input type="checkbox"/> Push to Talk	<input type="checkbox"/> Music Player	<input type="checkbox"/> Mobile Hotspot	<input type="checkbox"/> Mobile Web
<input type="checkbox"/> Speakerphone	<input type="checkbox"/> Removable Memory	<input type="checkbox"/> Netbooks	<input type="checkbox"/> Non-Camera
<input type="checkbox"/> Visual Voice Mail	<input type="checkbox"/> Text Messaging	<input type="checkbox"/> Ruggedized	<input type="checkbox"/> Skype Mobile
	<input type="checkbox"/> Voice Dialing	<input type="checkbox"/> V CAST Music with Rhapsody	<input type="checkbox"/> VZ Navigator
		<input type="checkbox"/> Wi-Fi	<input type="checkbox"/> Video Messaging

**Device Type**

<input type="checkbox"/> Smartphones	<input type="checkbox"/> Basic Phones	<input type="checkbox"/> Tablets	<input type="checkbox"/> Connected Devices
<input type="checkbox"/> Mobile Hotspots / Verizon Jetpack	<input type="checkbox"/> Netbooks	<input type="checkbox"/> USB Modems	<input type="checkbox"/> DRDID
	<input type="checkbox"/> Home Services	<input type="checkbox"/> USB Modems*	

**Brand/OS**

<input type="checkbox"/> Android	<input type="checkbox"/> Apple	<input type="checkbox"/> Apple iOS	<input type="checkbox"/> BlackBerry®
<input type="checkbox"/> Casio®	<input type="checkbox"/> Dell	<input type="checkbox"/> Franklin Wireless	<input type="checkbox"/> Gateway
<input type="checkbox"/> HP	<input type="checkbox"/> HTC	<input type="checkbox"/> LG	<input type="checkbox"/> Motorola
<input type="checkbox"/> Nokia	<input type="checkbox"/> Palm®	<input type="checkbox"/> Pantech	<input type="checkbox"/> Samsung
<input type="checkbox"/> Sharp	<input type="checkbox"/> Sony Ericsson	<input type="checkbox"/> Verizon Wireless	<input type="checkbox"/> Windows 7
<input type="checkbox"/> Windows XP	<input type="checkbox"/> Windows® Phone		

**Price**

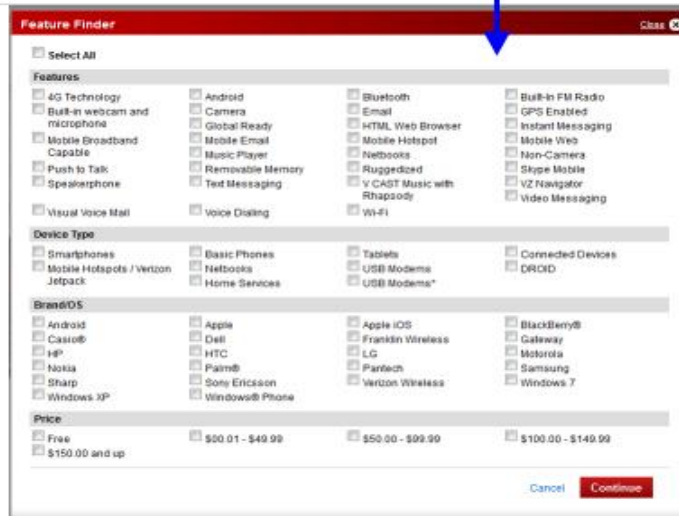
<input type="checkbox"/> Free	<input type="checkbox"/> \$0.01 - \$49.99	<input type="checkbox"/> \$50.00 - \$99.99	<input type="checkbox"/> \$100.00 - \$149.99
<input type="checkbox"/> \$150.00 and up			

You can filter phones using the device tabs:



Or filter by multiple values such as category, price, brand and operating system and features:

Pricing for: 2 year contract  ←




Note: If you filter by the multiple categories it will over ride any device Radio tab you may have selected.

To select a phone

1. Input the number of the devices you want to order for each device. Selecting your device allows for the purchase up to 99 New Service and Equipment lines (10 packages) and 99 New Service Only Device IDs (10 packages). Note: Your company's pricing will display in red.

**BlackBerry® Bold™ 9930 smartphone**



★★★★★

**Key Features**

- 1.2GHz Processor
- Bluetooth Stereo Support
- VZ Navigator
- 5.0 Megapixel Camera
- Global Ready
- Push to Talk

**Pricing**

Full Retail	\$509.99
Contract Price	\$149.99
<b>Your Price</b>	<b>\$149.99</b>

Select Quantity

**Add to Cart**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
More

2. Click the “**Add to Cart**’ button.

**BlackBerry® Bold™ 9930 smartphone without camera**



★★★★★

**Key Features**

- 1.2GHz Processor
- V Cast Music
- Bluetooth Stereo Support
- VZ Navigator
- Global Ready
- Push to Talk

**Pricing**

Full Retail	\$509.99
Contract Price	\$149.99
<b>Your Price</b>	<b>\$149.99</b>


Select Quantity

**Add to Cart**

3. Once you have selected the desired quantity for the device(s), click on the “**Continue**” button.

4. After selecting Continue a pop up window will present prompting for the User Name (not required), Insurance options (required selection) and if you are keeping an existing number or service. Make your selections and click “**Continue to Plans**”

Confirm Device Selections [Close](#) x

Device	Line	First Name	Last Name	* Device Insurance 	Keep My Number	Remove
BlackBerry® Bold™ 9930 smartphone	1	<input type="text"/>	<input type="text"/>	Select Device Insurance ▼	<input type="checkbox"/> Yes	<input type="checkbox"/>

[Add Another Device](#) or [Continue to Plans](#)

\* Indicates required field.



## Select a Billing Account and Plan

Note: The plans displayed are plans compatible with the device(s) that you selected. If you had selected plans as your path, at this point the site would only display devices that are compatible with the plan you selected.

1. Select the Billing Account best suited for your new line.
  - Create a brand new billing account
  - Add the line to an existing account

**Select Billing Account**  

- Create New Billing Account
- Create New Billing Account
- Add to Existing Billing Account

2. Select the Plan type:

Individual, MORE Everything, Aggregate (Note: not all of these options may be available)

**Select a Plan Type**

Make Plan Selections (multiple lines):





If you have multiple lines in your cart, you will see grouping options listed here. To make multiple selections easier, you can make your selections by:

- Select different plans for each line  Select plans by device  Select same plan for all lines

Each line will display in a blue bar. Use the plus sign to expand the line view and make your plan selections. Or use the minus to collapse your view.

**Make Plan Selections** [Data Calculator](#) **0 out of 2 sections complete**

Select different plans for each line
  Select plans by device
  Select same plan for all lines




+  Apple iPhone 4S - 16 GB <a href="#">View Line Details</a>	Incomplete 
+  LG Cosmos™ 3 <a href="#">View Line Details</a>	Incomplete 

3. Make your plan selections from the Plans shown. If applicable, select the plan allowance by **clicking the radio button next to the specific plan.**

Notes:

- The **“Monthly Charge”** column will display your company’s pricing in red.
- The **“Allowance”** column lists what the plan includes.
- The **“Overage Rate”** column displays the overage cost.

**Make Plan Selections** [Data Calculator](#) **1 out of 1 sections complete**

-  Apple iPhone 4S - 16 GB <a href="#">View Line Details</a>					Complete 
Plan	Allowance	Overage Rate	Monthly Charge	Special Offers	Select
- Smartphone GlobalEmail MNC B2B <a href="#">Read Additional Plan Information</a> GlobalEmail is a wireless email service that keeps you connected while traveling internationally. GlobalEmail provides you, the U.S.-based international business traveler, with a worldwide communications experience. You can access critical corporate email & attachments, as well as your personal email accounts, resulting in peak productivity.	Unlimited	\$0.25	\$52.50		<input checked="" type="radio"/>
+ Smartphone Unlimited	Unlimited 	\$0.25	\$34.99		<input type="radio"/>

*Note: A blue arrow points from the \$0.25 Overage Rate in the second row to the \$0.25 Overage Rate in the third row.*



Or select the plan by clicking the radial button.

Make Plan Selections ? Data Calculator 1 out of 1 sections complete

Apple iPhone 4S - 16 GB [View Line Details](#) Complete

Plan	Allowance	Overage Rate	Monthly Charge	Special Offers	Select
- Smartphone GlobalEmail MNC B2B <a href="#">Read Additional Plan Information</a> GlobalEmail is a wireless email service that keeps you connected while traveling internationally. GlobalEmail provides you, the U.S.-based international business traveler, with a worldwide communications experience. You can access critical corporate email & attachments, as well as your personal email accounts, resulting in peak productivity.	Unlimited	\$0.25	\$52.50		<input checked="" type="radio"/>
- Smartphone GlobalEmail MNC B2B <a href="#">Read Additional Plan Information</a> GlobalEmail is a wireless email service that keeps you connected while traveling internationally. GlobalEmail provides you, the U.S.-based international business traveler, with a worldwide communications experience. You can access critical corporate email & attachments, as well as your personal email accounts, resulting in peak productivity.	Unlimited	\$0.25	\$52.50		<input type="radio"/>
+ Smartphone Unlimited	Unlimited I	\$0.25	\$34.99		<input type="radio"/>

Additional details for the plan can be seen by clicking the hyperlink under the plan name.

Plan

- Smartphone GlobalEmail MNC B2B  
[Read Additional Plan Information](#)  
GlobalEmail is a wireless email service that keeps you connected while traveling internationally. GlobalEmail provides you, the U.S.-based international business traveler, with a worldwide communications experience. You can access critical corporate email & attachments, as well as your personal email accounts, resulting in peak productivity.



4. Once you have selected a plan and your steps are complete, click the “**Continue**” button at the bottom of the page.

**Plan Selection**  
Choose your plan by selecting billing account and allowance minutes for each line.

**Make Account Selection** ⓘ



Create New Billing Account  Add to Existing Billing Account

**Select a Plan Type**

Individual    Aggregate Share

**Make Plan Selections** ⓘ [Data Calculator](#) **0 out of 2 sections complete**

Select different plans for each line  Select plans by device  Select same plan for all lines

+ 	Apple iPhone 4S - 16 GB <a href="#">View Line Details</a>	Complete ✓
+ 	LG Cosmos™ 3 <a href="#">View Line Details</a>	Complete ✓

Back    **Continue** ←

Activation fees vary per plan category. By clicking Continue I acknowledge that I have read and understand the plan's Terms and conditions above.

The next step is to select features:

### Select Features

The “**Select Features**” page will show which features are already included, as well as additional features you can select.

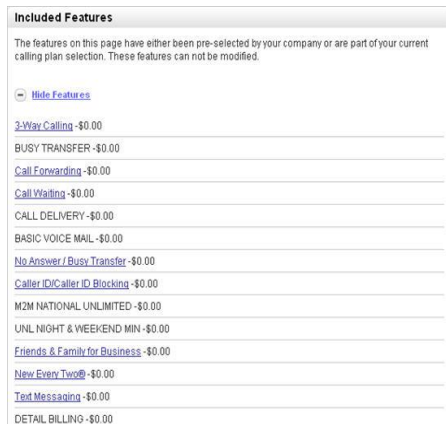


Included features will be listed in the “**Included Features**” section. Note: the features in this section have been pre-selected by your company and cannot be modified.

To view the “Included Features” click on the “**Show Features**” link.



The included features will display.



To select features:

1. Select the feature(s) you want added to your order by clicking the radio button next to the feature(s) or Clear if you want to remove your selections. If you are purchasing for multiple users you will have the lines grouped by the blue bar and you can simplify this step by choosing:
2. Select different features for each line OR Select features by device



### Select Features

Devices > Plans > **Features** > Accessories > Checkout

Select different features for each line
  Select features by device

Apple iPhone 4S - 16 GB [View Line Details](#) Complete ✓

LG Revere® 2 [View Line Details](#) Complete ✓

**Included Features**

The Included features have either been pre-selected by your company or are part of your current plan selection.

Without Charge

**Text Features**

Send and receive short messages, pictures and videos through your mobile device.	<a href="#">Block Messaging</a>	\$0.00	<input type="checkbox"/>	<a href="#">clear</a>
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**Voice Mail Add Ons**

Callers can leave a message for you to access at a later time when you're unavailable.	<a href="#">Decline Voice Mail</a>	\$0.00	<input type="checkbox"/>	<a href="#">clear</a>
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Note: Some categories of features require a selection in order to continue.

- Once you have selected all required and desired features, click the “**Continue**” button.



Note: If you have multiple packages you can select Apply to Package or Apply to Individual Lines if you do not want all of the lines to have the same features.

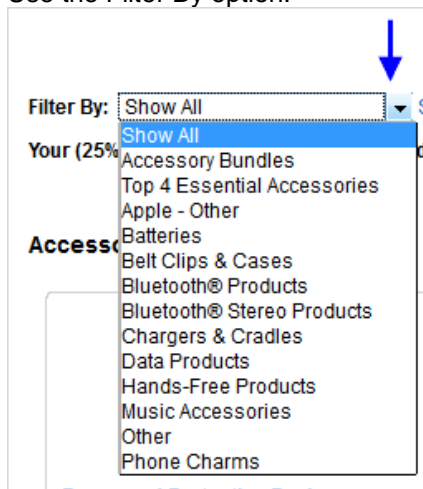
Next you will need to select accessories for your order.



## Select Accessories

The “**Select Accessories**” page will show which accessories are already included for your company, as well as additional accessories you can select.

You can jump to a specific type of accessory using the quick links located below the list of included accessories. Use the Filter By option:



Or use the Show More Filters link:

Show More Filters
Close

Select All

**Type**

Lifestyle     Sale     Standard     Universal

**Style**

Hearing Aid Compatible     Ruggedized     USB

**Brand**

SonyEricsson     Motorola     SanDisk     BlackBerry  
 Jawbone     Samsung     LG     Apple  
 OtterBox     Nokia

**Color**

Black     Blue     Green     Orange  
 Pink     Purple     Red     White

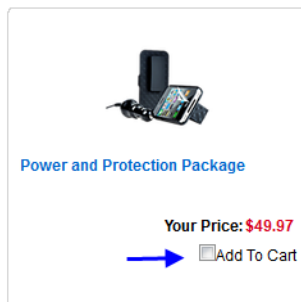
**Price**

\$00.01 - \$49.99     \$50.00 - \$99.99     \$100.00 - \$149.99     \$150.00 and up

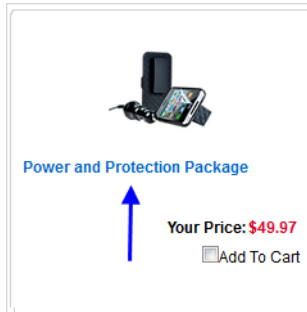
Cancel    Continue

To select accessories:

1. Enter a quantity for each accessory in the “Qty” field.



Note: you can click on the accessory name link for additional details.



- Once you have chosen the desired accessories, click on the **“Continue”** button located at the top of the page. Once you have completed this step, you will be ready to checkout.



## Your Cart

The first step in the checkout process is to review **“Your Cart”**. This page will show all the items and packages included order. Review these items to make sure your order is correct. Note: you will have another chance to review the items in your cart before finalizing the order.

**Your Cart**  
Please review your order and continue to checkout.

Package	Qty	Product	Today	Monthly
<b>Package 1</b>	Device	1	BlackBerry Bolt™ 9930 smartphone	Change \$199.99 \$139.99
Quantity 1			Available for early orders now	
Price After Promotion				
Plan			Nationwide Talk (Unlimited Anytime Minutes) Unlimited	Change \$110.49
Text			Pay Per Message Sent/Received	
Data			4GB Data Bundle with Personal Email & Mobile Hotspot	


When you have confirmed the order is correct, click on the “**Continue to Checkout**” button at the bottom of the page.





You will be taken to the “**User Information**” page.

1. Enter the User Information and User Address.

Notes:

- All fields marked with an asterisk ( \* ) are required and must be filled out.
- The address needs to be specific to where the phone primarily will be used.
- This should be the primary use (taxable) address.
- When all required fields are entered the Status updates to 

Device	User Information	Status
 <p>Apple iPhone 4S 16GB  <input type="checkbox"/> Remove  <a href="#">Clear Line</a></p>	<p><b>User Information</b></p> <p>First Name* <input type="text" value="test"/></p> <p>Last Name* <input type="text" value="user"/></p> <p>Email* <input type="text" value="...@...COM"/></p> <hr/> <p>Cost Center <input type="text"/></p>	
	<p><b>User Address</b> This information is captured to accurately bill for tax purposes.</p> <p>Enter a new address below:</p> <p>Address 1* <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>City* <input type="text"/></p> <p>State* <input type="text" value="state"/> Zip Code* <input type="text"/></p>	<p>Enter User Address</p>

From the User Information page you will need to select:

- a. Get a new Number
- b. Select the Area Code/Exchange from another City/State
- c. Keep your existing number (port-in)

<p><b>Wireless Number</b></p> <p><input checked="" type="radio"/> Get a new wireless number</p> <p>Select number <input type="text" value="Select..."/></p> <p><a href="#">Change Area Code Location</a></p> <p><input type="radio"/> Keep your existing number</p>	<p>Select Options</p>
---	-----------------------

2. For this section we will give the user a new cell phone number in a different city/state. Select the Edit link under “**Get New Number**”

**Wireless Number**

Get a new wireless number

Select number

**Change Area Code Location** ←

Keep your existing number

Enter the desired phone number by zip code or City and State.

**Change Area Code Location**

Enter either a zip code or city/state combination to generate a combination of the area code and exchange options for your new wireless number.

**Choose Location By Zip Code**      **Choose Location By City and State**

Zip Code:

State:

Select the Area Code/Exchange from the dropdown.

**Wireless Number**

Select the area code and exchange for your new number

Select the Area Code and exchange in ADA, MN

Once all of the required information has been entered click **“Continue”** to proceed. Note: The status column will show a green indicator if all of the information has been completed in each section. The **“Shipping & Payment Information”** page will appear.





3. In the “**Billing Address**” section, you can either choose a saved address from the “**Saved Addresses**” field, or enter in a new shipping address. Note: the “**Company Name**” and “**Attention**” fields will automatically populate based on your Billing Information.

The screenshot shows a form titled "Shipping & Payment Information" with the instruction "Please complete the information below." and a note "\* Indicates required field." The "Billing Address" section includes a dropdown menu for "Select a Location", a text input for "Or enter a new address below:", a "Location Type" dropdown menu set to "Business", and several text input fields for "Company Name \*", "Attention", "Street Address 1\*", "Street Address 2", and "City\*".

If you are entering a new address, be sure to fill out all the required fields indicated by an asterisk ( \* ). Note: you must enter a physical address here. A P.O. Box will not be accepted.

4. Select a “**Shipping Address**”.

The screenshot shows a form titled "Shipping Address" with a checked checkbox for "Same as billing address" and a text input field for "Contact Number \*" containing the value "949286".

5. Select an option from the “**Payment Information**” section. This will determine the method your company uses to pay for the equipment. There are three options here:
- Bill to Existing Account – Will be billed to an existing account.
  - Bill to Purchase Order Number – You will have the option to enter an existing Purchase Order (PO) number already on file with Verizon Wireless, or reference a new PO and upload an image of the PO along with the order.
  - Bill to Credit Card

**Payment Information**

**Equipment Payment**

Bill to New Account

Bill to Credit Card

**Service Payment**

Use a Purchase Order for service.

**Continue**

Confirm all information on the “**Shipping & Payment Information**” page is correct and then click on the “**Continue**” button.

## Review & Confirm

The next step is to review your order one last time.

1. Confirm that all of the information on the “**Review & Confirm**” page is correct.

**Review & Confirm** **Submit Order**

Please review your order and information below and click "Submit Order" to confirm.

Package	Qty	Product	Today	Monthly
<b>Package 1</b>	Device	1  BlackBerry® Bold™ 9930 smartphone	\$499.99	\$139.99
Selected Area Code: 512-230 *1		Available for early orders now		
<a href="#">Show Details</a>				
Plan		Nationwide Talk (Unlimited Anytime Minutes) Unlimited		\$110.49
Text		Pay Per Message Sent/Received		
Data		4GB Data Bundle with Personal Email & Mobile Hotspot		
Taxes, Govt Surchg & Fees *				\$44.62
<b>Totals</b>			<b>\$184.01</b>	<b>\$110.49</b>



2. You have multiple options to send Order and Ship Confirmation. The requestor, user of the wireless device you may have placed the order for and/or any additional notifications that need to be sent to other e mail addresses.

**Order & Ship Confirmation**

Confirm email address(es) to receive order and ship confirmation emails:

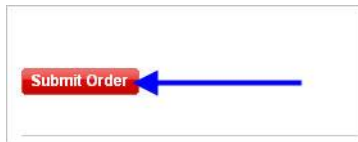
Requestor: [|@VERIZONWIRELESS.COM](mailto:|@VERIZONWIRELESS.COM)

Wireless User: [TESTUSER@EMAIL.COM](mailto:TESTUSER@EMAIL.COM)

Enter additional email address(es) to receive order and ship confirmations:

[Add More](#)

3. When you have confirmed that all information is correct, click the “**Submit Order**” button. You have successfully submitted an order for a new line.



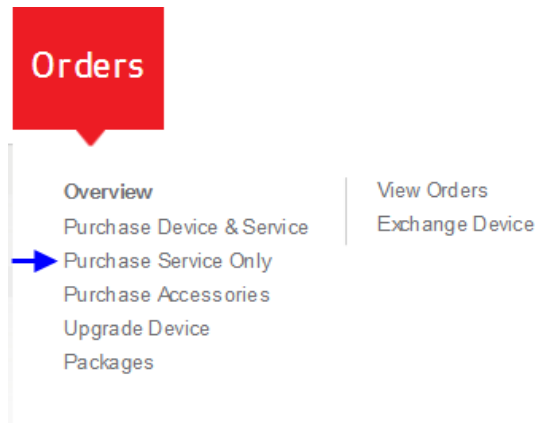
4. A confirmation email will be sent containing the order details.

## Purchase Service Only

Use this option when adding a line for a user that already has a Verizon Wireless-compatible device.

To choose a shopping path:

1. Click on the “**Orders**” tab and select “Purchase Service Only”



2. In the “**Enter Device ID**” section, you can enter up to five serial numbers in the “**Device ID**” field or, if preferred, upload the information. Enter it again in the confirmation field. Note: you can find your device’s ESN located on the back of the device under the battery. You will need to remove the battery to see it.

## I Have a Device

### Enter Device ID

Please Enter the Device ID (up to 5) that you wish to activate.

Device ID

1  + Add Another Device

Finding the Device ID: [Need Help](#) 

To activate five or more devices, use the Upload feature.

**Upload**



**How to Find Your Device's Identification Number**

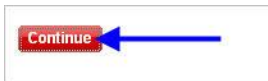
Remove the cover and battery from your device. You can usually find the number under the battery, below the battery, or on the back or bottom of your device.

Your device will have one of the following ESN/MEID/IMEI formats:

- ESN in decimal is represented by 11 numbers, e.g. 22404599915.
- ESN in hexadecimal, or HEX, is represented by 8 characters that are numbers and letters, e.g. E0452463.
- MEID is hexadecimal, or HEX, represented by 14 characters that are letters and numbers. The first character is always letter A-F.
- IMEI is an all numeric value represented by 14, 15, or 16 characters.

**ESN/MEID TIPS:**  
Don't confuse the letter O with the number 0 (zero). It is always zero.  
Remember only letters A-F are in an ESN/MEID.

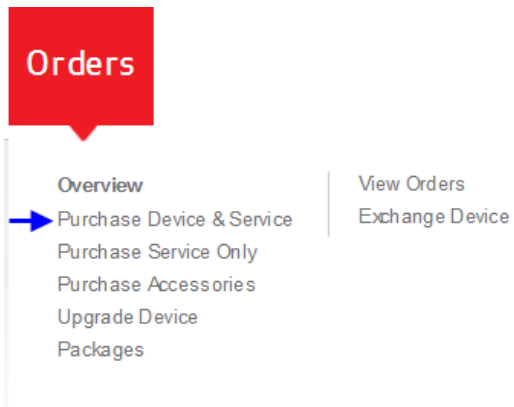
3. Click the **“Continue”** button.



You will now need to follow the steps for selecting a plan, features, accessories, and checkout beginning on page 20 of this guide.

## Keep Your Existing Number

1. Use this option when adding a line for a user who is keeping a wireless number from another carrier. There are two options below, “**Purchase device and service**” and “**Purchase service only**”, which will determine the ordering path you will take.
  - **Purchase device and service:** if you will also be purchasing a device for this new line.
  - **Purchase service only:** if you will not be purchasing a device for this new line.
2. For this example we will follow the Purches Device and Service flow. Click on the “**Orders**” tab and select “**Purchase Device & Service**”.



3.

4. Select a device and click “Add to Cart”

**BlackBerry® Bold™ 9930 smartphone without camera**

★★★★★

**Key Features**

- 1.2GHz Processor
- V Cast Music
- Bluetooth Stereo Support
- VZ Navigator
- Global Ready
- Push to Talk

**Pricing**

Full Retail \$509.99  
Contract Price \$149.99  
**Your Price \$149.99**

Select Quantity 0

**Add to Cart**

5. A window will appear prompting you to enter the user information, select an insurance option (mandatory) and a box to transfer your number to Verizon. Check this box.

**Confirm Device Selections** [Close](#) ✕

Chat

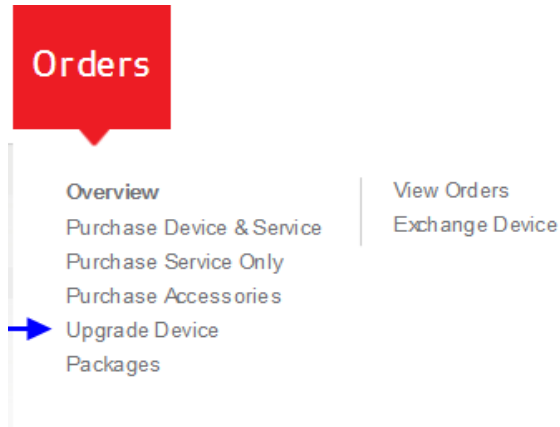
Device	Line	First Name	Last Name	* Device Insurance	Transfer Your Number To Verizon	Remove
Google Nexus 6	1	<input type="text"/>	<input type="text"/>	Select Device Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/>

You will now need to follow the steps for selecting a device, plan, features, accessories, and checkout beginning on page 20 of this guide. You will have the option to enter in your number as you proceed to the end of your order.

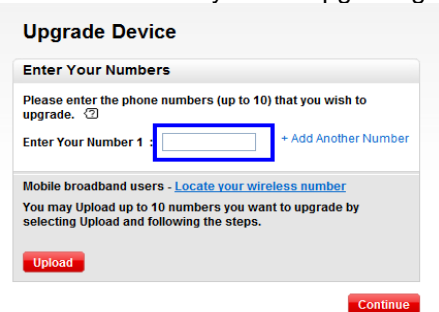
## Upgrade Phone

Use this option when ordering a new phone for an existing company user.

1. Click on the “**Orders**” tab and select “**Upgrade Device**”.



2. Enter the number you are upgrading or use the search option to help you locate the wireless number.

A screenshot of the 'Upgrade Device' form. The title is 'Upgrade Device'. Below it is a section titled 'Enter Your Numbers' with the instruction 'Please enter the phone numbers (up to 10) that you wish to upgrade.' There is a text input field labeled 'Enter Your Number 1' which is highlighted with a blue box. To the right of the field is a '+ Add Another Number' link. Below the input field is a link for 'Mobile broadband users - Locate your wireless number'. At the bottom of the form is an 'Upload' button. Below the form is a 'Continue' button.

3. Locate the device you wish to purchase. Select Add To Cart and then Continue.



**Select Device for Upgrade**

Prices below reflect your organization's contracted discount, upgrade eligibility and may be conditioned to a minimum monthly calling plan access fee. Additional device discounts may be offered with select calling plans or apply at checkout.

Cancel **Continue**


BOGUS 406-855-3941 [View Line Details](#) Incomplete ✕

Display: [All Devices](#) **BlackBerry®** [SmartPhone](#) [Phone](#) [Push to Talk](#) [Broadband](#) [Tablet](#) [Connected Devices](#)

Pricing for: 2 year contract [Show more filters](#)

2 Results

**BlackBerry® Z10**



★★★★★  
Compatible with current plan

**Key Features**

- Seamlessly access your conversations in one place
- Type simpler with a virtual keyboard that adjusts to your typing style


**Pricing**

Full Retail	\$599.99
Contract Price	\$199.99
<b>Your Price</b>	<b>\$199.99</b>

**SIM Card Type required:**  
4G MicroSIM

Add To Cart

**BlackBerry® Z10 in White**



★★★★★  
Compatible with current plan

**Key Features**

- Seamlessly access your conversations in one place
- Type simpler with a virtual keyboard that adjusts to your typing style

**Pricing**

Full Retail	\$599.99
Contract Price	\$199.99
<b>Your Price</b>	<b>\$199.99</b>

**SIM Card Type required:**  
4G MicroSIM

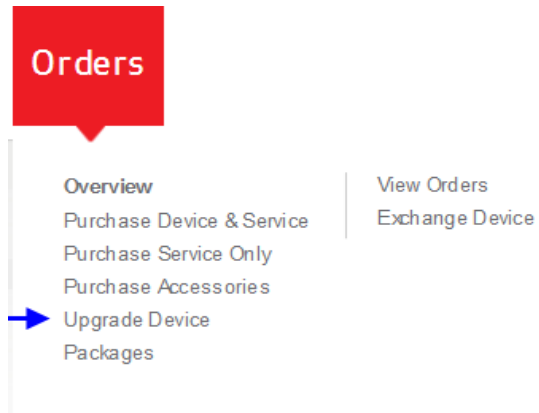
Add To Cart

Proceed through the rest of the steps to complete your upgrade.

## Buddy Upgrade/Alternate Upgrade



Use this option when ordering a new phone for an existing company user that is not eligible for a discounted price on equipment. Buddy Upgrade allows you the flexibility of using another lines eligibility towards the number you need to upgrade.

1. Click on the “**Orders**” tab and select “**Upgrade Device**”.



2. Enter up to 10 wireless numbers in the “**Enter Your Number**” field, and click the “**Continue**” button.

3. If the line entered is not eligible for an upgrade you will have the option to continue and pay full retail pricing , Buddy Upgrade (using another lines eligibility for your upgrade) or ETF Waiver.

Upgrade Options						
Wireless Number	User Name	Current Plan	Upgrade Eligible Date	Device Type	Upgrade Options	Remove
770-508-4	JOEL ANTOINES	NATIONWIDE FOR BUS GLOBAL 4000 SH EMAIL & DATA UNL \$214.99 0708	12/25/2013	TEST DEVICE	Select Option Select Option Buddy Upgrade ETF Waiver Full Retail	 

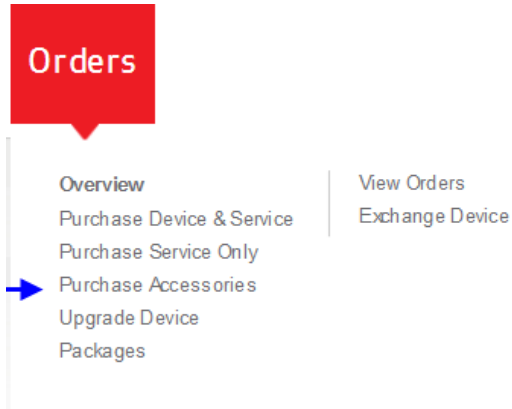
Note: If using Buddy Upgrade the number you choose will be billed for the equipment and any contract term that may apply for the upgrade.

You will now need to follow the steps for selecting a device, plan, features, accessories, and checkout beginning on page 20 of this guide.

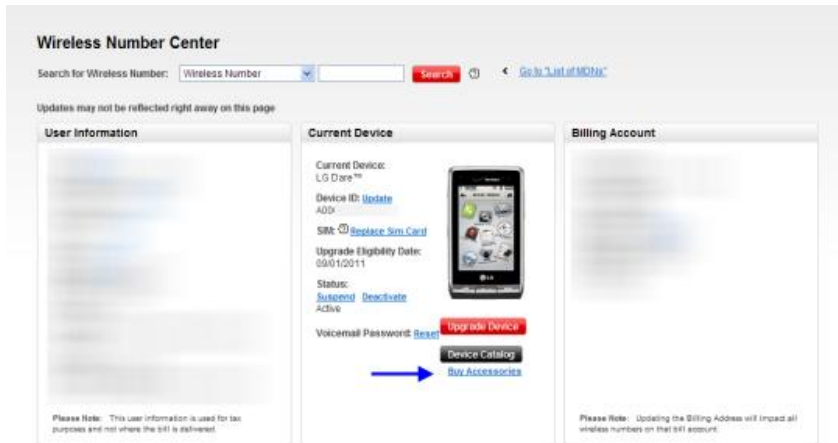
## Purchase Accessories

Use this option when only purchasing accessories.

1. Click on the “**Orders**” tab and select “**Purchase Accessories**”.



Or click on the Accessories link on the Wireless Number Center page:



2. From here you can choose to either search for accessories by wireless number, accessories that are compatible with a specific brand, or to search through universal accessories.

**Accessories**

Verizon Wireless offers exclusive low prices on essential accessories.

**Shop By Brand** Select  **Shop by Wireless Number** Enter Wireless Number

**Bluetooth®**  
The hands-free, wire-free, hassle-free way to talk.  
[> Learn More](#)

**Cases and Holders**  
Keep your device safe and right by your side.  
[> Learn More](#)

**Chargers and Docks**  
Get the power. Keep the power. Renew the power.  
[> Learn More](#)

**Memory Cards and Readers**  
Don't get caught short on device memory.  
[> Learn More](#)

**Wired Headsets**  
Talk on the phone without holding the phone.  
[> Learn More](#)

**Other**  
Additional accessory options  
[> Learn More](#)

**More Accessories**  
Cables & Adapters  
Batteries  
Music

3. Locate the item you wish to purchase, input the quantity and click add to cart.

**Select Accessories for Bluetooth® Capable Devices**

[← Back to all Accessories](#)

Your (25%) accessory discount is reflected below.


[< Back](#) [Continue](#)

Bluetooth® Capable Devices [Change Device](#)

Filter By: Show All [Show more filters](#)

**20 Results**

**Top 4 Essential Accessories**



[Cleaning Wipes \(2-Pack\)](#)

↓

Full Retail: \$4.99  
Your Discount: \$1.25  
Your Price: **\$3.74**

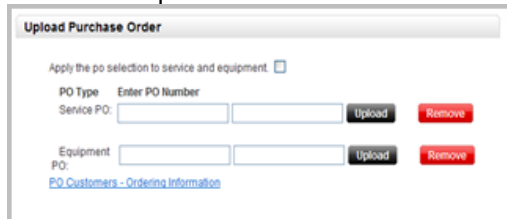
Quantity  
 [Add to Cart](#)

Follow the rest of the checkout steps to complete your accessory purchase.

## Purchasing with a PO

When completing a service or equipment order you can bill charges to a Purchase Order in My Business Account. PO is enabled by contacting your sales support team. Settings can be enabled for service orders and/or equipment orders to be billed to select PO's. If your account is set for PO only, you would not see the Bill to Account or Credit Card option available when completing your transaction.

Bill to PO required:



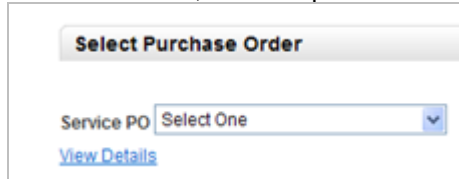
The screenshot shows a form titled "Upload Purchase Order". At the top, there is a checkbox labeled "Apply the po selection to service and equipment." Below this, there are two sections. The first section is for "Service PO" and includes a label "PO Type Enter PO Number", a text input field, and two buttons: "Upload" and "Remove". The second section is for "Equipment PO" and includes a label "Equipment PO:", a text input field, and two buttons: "Upload" and "Remove". At the bottom left of the form, there is a blue link that says "PO Customers - Ordering Information".

Bill to PO enabled and optional:



The screenshot shows a form titled "Shipping & Payment Information" with the subtitle "Enter Shipping Information for each package". Below the subtitle is a section titled "Equipment Payment Information" which contains three radio button options: "Bill to New Account:", "Bill to Credit Card:", and "Bill to Purchase Order".

If a PO is on file, it will be presented in the dropdown menu in the payment step.



The screenshot shows a form titled "Select Purchase Order". Below the title is a dropdown menu labeled "Service PO" with the text "Select One" and a downward arrow. Below the dropdown menu is a blue link that says "View Details".

If a new one is being used, input the number in the appropriate field AND upload the PO. Note: The PO entered must match the PO uploaded for each type of order (service or equipment)

**Upload Purchase Order**

Apply the po selection to service and equipment.

PO Type

Service PO:

Equipment PO:

[PO Customers - Ordering Information](#)

For details on funds remaining, expiration date or PO type click the view details link after the PO is populated as the payment type in the order:

The screenshot shows a multi-package order interface. On the left, there are two packages, both for an Apple iPhone 4 - 16 GB R20. The 'Service PO' field for Package 1 is highlighted with a blue box and contains the value '5727155'. Below this field is a 'View Details' link. A blue arrow points from this link to a 'PO Number Details' window on the right. This window shows a table with the following data:

Current PO Selected			
PO Number	PO Amount	Remaining Balance	PO Type
723456789	1000.00	888.88	Equipment

Below the table is a search field labeled 'Search for PO' and a 'Search' button.

Note: In a multi-package order If you bill service to a PO already on file and are billing equipment to another PO that **isn't** on file (must be uploaded), the equipment PO will apply to all other packages, equipment charges.

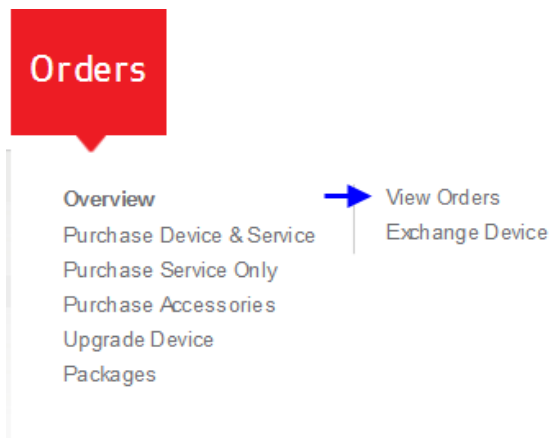


## Check Order Status

From the “**Order Status**” page you can check the status of orders placed by your company through My Business Account.

To check the status of an order:

1. Click on the “**Orders**” tab and select “**View Orders**”.



2. On the **View Orders** screen you have multiple options available to search by:

View Orders

View Order Status (Orders created within the last 30 days are available for viewing)

Search for **1**

Date Submitted	Order Id <b>3</b>	Status & Shipping <b>4</b>	Order Type	User Id
08/21/2011	<a href="#">MB50000006057</a>	<a href="#">View</a>	New Service Only	BETTYREYNOLDS11
08/21/2011	<a href="#">MB50000006057</a>	<a href="#">View</a>	New Service & Equip	BETTYREYNOLDS11

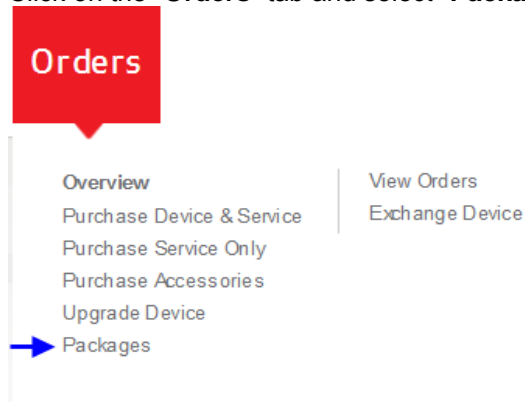
- 1** – Search with a dropdown menu by:
  - Order ID
  - User ID (of who submitted the order)
  - Date range
- 2** – New Columns providing the following details:
  - Order ID order details
  - Date submitted
  - Status & Shipping
  - Order Type (NSE, EUP, NSO, NAO)
  - User ID of who submitted order
- 3** – Link within the Order ID that provides the order detail
- 4** – Link within the Status & Shipping that brings you to the courier for order tracking information

## Packages

Packages are pre defined items that can be saved for quick shopping. A personal package is a package only the creator will use. A company package is a package created and saved for others to use. This is a great option if you have a select device, accessories or plan that you want to limit your users to purchasing.

- Note: The Primary Contact and Admin roles have full access to company and personal package creation and management. These roles can also purchase using personal and company packages.
- Analyst and Buy roles can create personal packages and purchase using personal and company packages. However, they will not be able to create, manage or modify company packages.
- There is a maximum of 20 company packages, 7 personal packages for a total of 27 possible packages.
- Once a package is created and saved on file and used for new purchases. The quantity can be edited if you are ordering multiple lines.

1. Click on the “**Orders**” tab and select “**Packages**”.



2. Click on the “**Company Packages**” link, if you are not already on the Company Packages page; then, click the “**Create Package**” button. Note: If the Create Package button is grayed out, it is possible the maximum package amount has been reached (20 company packages, 7 personal packages).



3. On the Select Device page, choose the device you would like to include in the package. Select your desired quantity and click the “**Add to Cart**” button.



4. Click the “Continue” button .



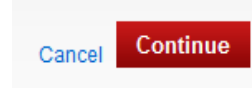
5. On the Select Plans page, select your plan type and then make your plan selection.

The screenshot shows the Verizon Plan Selection interface. At the top, a navigation bar includes "Devices", "Plans" (highlighted), "Features", "Accessories", and "Checkout". Below this is the "Plan Selection" section with two buttons: "Individual" and "Aggregate Share". A blue arrow points to the "Aggregate Share" button. Underneath is the "Make Plan Selections" section, which includes a "Data Calculator" link and a progress indicator "0 out of 1 sections complete". A blue header bar displays "Casio® GzOne Ravine® 2" and "View Line Details" with an "Incomplete" status. The main content is a table with columns for Plan, Allowance, Overage Rate, Monthly Charge, Special Offers, and Select.

Plan	Allowance	Overage Rate	Monthly Charge	Special Offers	Select
- Nationwide for Business Talk <a href="#">Read Additional Plan Information</a>	450	\$0.25	Retail Price: <del>\$99.99</del> Your Price: <b>\$33.19 (17% off)</b>		<input type="radio"/>
Enjoy Unlimited National Mobile to Mobile Calling to	900	\$0.25	Retail Price: <del>\$59.99</del> Your Price: <b>\$49.79 (17% off)</b>		<input type="radio"/>
<ul style="list-style-type: none"><li>• Access to Mobile Web 2.0</li><li>• Unlimited Verizon Wireless Mobile to Mobile Calling</li><li>• Unlimited Night &amp; Weekend Minutes</li></ul>	1350	\$0.25	Retail Price: <del>\$79.99</del> Your Price: <b>\$66.39 (17% off)</b>		<input type="radio"/>
	2000	\$0.25	Retail Price: <del>\$99.99</del> Your Price: <b>\$82.99 (17% off)</b>		<input type="radio"/>
	4000	\$0.25	Retail Price: <del>\$149.99</del> Your Price: <b>\$124.49 (17% off)</b>		<input type="radio"/>



When your selection has been made click **Continue**.



- On the Select Features page, you can further customize your plan by selecting additional features (some of which are required). Once you've made your selections, click the **"Continue"** button.

**Select Features**

Devices > Plans > **Features** > Accessories > Checkout

Casio® G'zOne Ravine® 2 [View Line Details](#) Incomplete

**Need help choosing data and calling features?**  
Select an option below & the correct features will be applied.

Dial international numbers  Dial international numbers & use the device(s) while roaming internationally  Neither

**Included Features**

The Included features have either been pre-selected by your company or are part of your current plan selection.

Without Charge

**Data Features** You must select a data option

Pay Per Use (\$1.99/megabyte)	\$0.00	<input type="radio"/>
4GB Data Bundle with Personal Email & Mobile Hotspot	<del>\$50.00</del> \$41.50 (17%)	<input type="radio"/>
Nationwide for Business Data Share 10GB	\$80.00	<input type="radio"/>
5GB Data Bundle with Personal Email	<del>\$50.00</del> \$41.50 (17%)	<input type="radio"/>
Block Web Access	\$0.00	<input type="radio"/>
12GB Data Bundle with Personal Email & Mobile Hotspot	<del>\$100.00</del> \$83.00 (17%)	<input type="radio"/>

Purchase a set amount of data that can be sent or received from your

7. On the Select Accessories page, choose the accessories you would like to include in your package. Click **Continue**.

**Select Accessories**

Select accessories for each of your groups. Once you have finished choosing your accessories select the Continue button.





[< Back](#) [Continue](#)

Casio® G'zOne Ravine® 2 [View Line Details](#) [View Added Accessories](#)

Filter By: **Top 4 Essential Accessories** [Show more filters](#)

Your (25%) accessory discount is reflected below.

**Top 4 Essential Accessories**

 <b>Motorola P893 - Universal Portable Power Pack</b> Full Retail: \$39.99 Your Discount: \$10.00	 <b>Standard Battery Cover</b> Full Retail: \$9.98 Your Discount: \$2.49	 <b>Fitted Case</b> Full Retail: \$14.99 Your Discount: \$3.75	 <b>Rubberized Snap-On Cover - Black</b> Full Retail: \$14.98 Your Discount: \$3.74
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8. On the Cart page, review your selections and make any necessary revisions. Enter a name for the new package in the Package Name field. (Package names must be unique and may contain letters, numbers, spaces, hyphens and periods, with a maximum length of 20 characters.) Then, click the **“Save Package”** button.

Great News! Your Order qualifies for an additional discount. Item(s) in your shopping cart qualify for added discounts. The additional saving is reflected next to each applicable item in your cart.

## Your Cart

Please review your order and continue to checkout.

Package	Qty	Product	Today	Monthly
<b>Package 1</b> Quantity: 1	Device	1 BlackBerry® Bold™ 9650 smartphone w/6.0 OS without camera Price After Promotion	Change <del>\$99.99</del> FREE	
	Plan	+ Nationwide Talk (Unlimited Anytime Minutes) Unlimited	Change	\$109.99
	Text	Messaging Block		
	Data	4GB Data Bundle with Personal Email & Mobile Hotspot		
	Features	+ Chargeable or Selected Features	Change	\$6.99
		+ Included Free		
	Accessories		Change	
			Totals	\$0.00 \$116.98

Package Name:

Cancel

Save Package

Your new package will now appear on the Company Packages page.

Company Packages | [Personal Packages](#)

### Company Packages

Company packages contain a combination of devices, plans, accessories and features that can be saved once, and then reused for future shopping. Select the question mark next to the package name to view package contents.

[Create Package](#)

Order	Last Edited	Add A Line	Upgrade	Company User	Shop Only Path	Delete
<a href="#">BB Curve</a> ⓘ	<a href="#">Edit</a> JOYNER, CINDY - 11/29/2010	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">BB Tour</a> ⓘ	<a href="#">Edit</a> 572715AD - 11/22/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">HTC Omega S</a> ⓘ	<a href="#">Edit</a> JOYNER, CINDY - 12/07/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

20 company packages maximum.

Select to make company packages the default shopping path. Standard shopping and personal packages will be disabled while this is checked.

[Reset](#) [Update](#)

For additional details on personal packages, using existing packages or assigning packages please refer to the Company and Personal Packages How To Use Guide found in the Support tab of My Business.

