



# (VBIS) Verizon Business Internet Security Job Aid

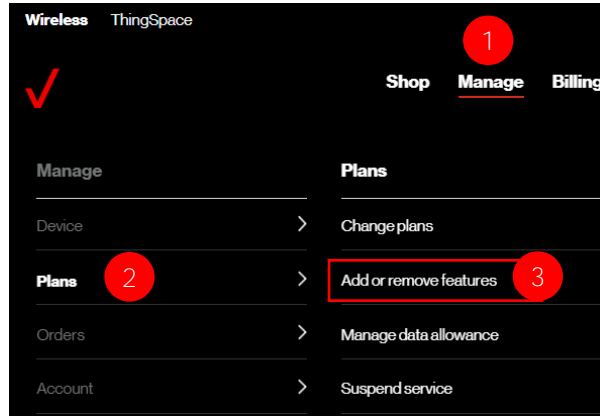
## Things to Know

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

## Getting Started

From the **My Business** Dashboard:

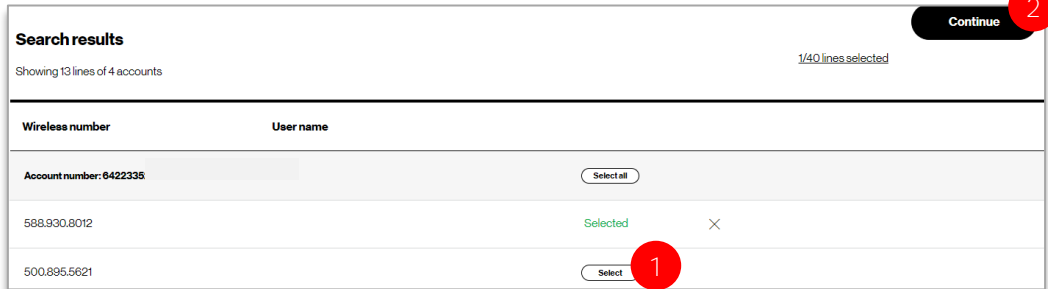
1. Select **Manage**
2. Choose **Plans**
3. Click **Add or remove features**



## Billing Account Details

Choose the appropriate **Billing Account**:

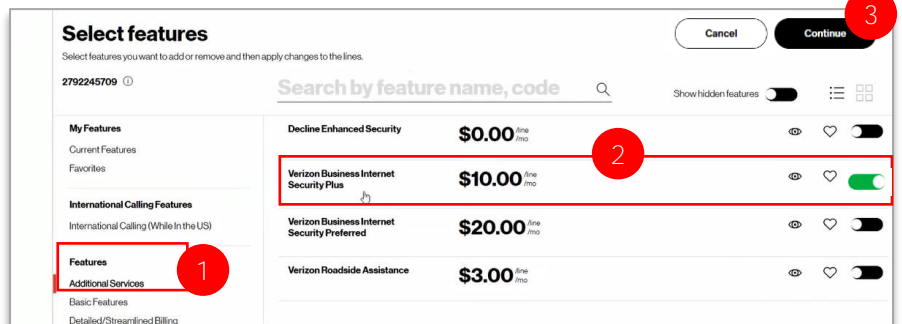
1. Click Select
2. Click Continue



## Account Features

Under **Features**:

1. Select Additional Services
2. Choose applicable security option (move slider to the right)
3. Click Continue





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## Review and Submit

1. Review feature selection for accuracy

Select line or account	Select feature	Review & submit	
<b>Review and submit</b>			
Get excited, you are almost done.			
<b>Account: 3426820</b>			
Please review the following details for accuracy and select an effective date.			
<b>Estimated cost impact: Your bill is increasing by \$10.00</b>			
<a href="#">View details</a> ^			
	Pricing	Lines	Monthly total
Added features			
Verizon Business Internet Security Plus	\$10.00/mo	1 line	\$10.00/mo

2. Choose appropriate Bill Date

<input type="radio"/> <b>Back date</b> <ul style="list-style-type: none"> <li>06/11/2024</li> <li>Effective on 1st day of your current billing cycle.</li> <li>Recommended for adding features that benefit your entire billing cycle</li> <li>Recommended if removing features that are not needed for your current billing cycle usage.</li> </ul>	<input type="radio"/> <b>Future date</b> <ul style="list-style-type: none"> <li>07/11/2024</li> <li>Effective on 1st day of next billing cycle.</li> <li>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.</li> </ul>	<input checked="" type="radio"/> <b>Today's date</b> <ul style="list-style-type: none"> <li>06/18/2024</li> <li>Effective today.</li> <li>Recommended if you want the new features effective as of today's date.</li> <li>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.</li> </ul>
<input type="radio"/> <b>Pick a Date</b> <ul style="list-style-type: none"> <li>Pick a Date</li> <li>Effective on the date that you select</li> <li>Note that prorated charges will apply when selecting this option for billable features.</li> </ul> <div style="border: 1px solid #ccc; padding: 2px;"> <span style="border: 1px solid #ccc; padding: 2px;">31</span> Today:         </div>	2	

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

**Order Notification**

Who will the order confirmation be sent to?

kevin.kozlowski@verizon.com 3

[+ Add another email address](#)

1. Click **Submit**

Submit 4