# Verizon Partner Solutions Fixed Wireless Access (FWA) General Navigation User Guide

Customer Experience Training Team July 2024





### This Training Session will cover....

1.	Available Fixed Wireless Access Service Plans
2.	Hardware Options
3.	MyBusiness: Company User Administration IP Management Address Eligibility & Ordering Add a Static IP MyBusiness Reports

4.	ThingSpace: Dashboard 5G Address Eligibility View Your Service Plans Device Activation Order SIM Cards Device List & Groups Create Device Alerts ThingSpace Reports
5.	Business Internet Portal: Router Management Security Options
6.	Customer <u>Support</u>



### Things to Know...

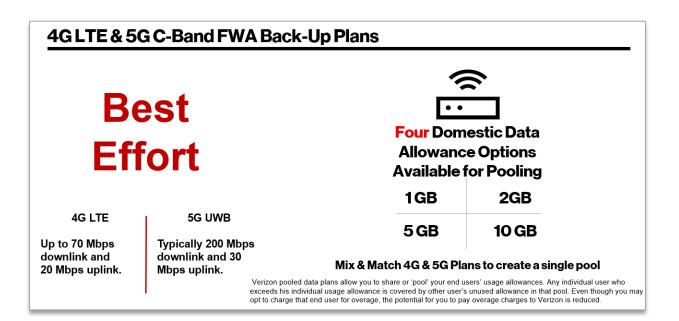
- Use Google Chrome Browser
- To comply with Security Guidelines, users must have their own User ID's
- Login Regularly (we recommend logging in every 30 days)

### **Key Highlights...**

- Easy Navigation
- Simple Menu Structure
- User Friendly Order Process
- Variety of Reports
- VPSC Support Center

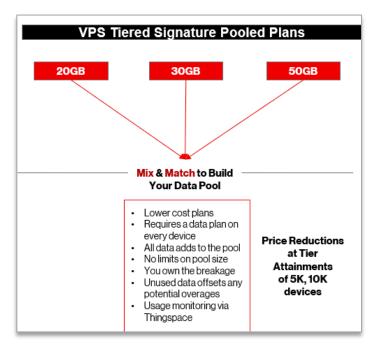


### Fixed Wireless Access | Available Service Plans



#### FWA Back-Up Plan

- 4 Pooled Plans: 1GB, 2GB, 5GB, 10GB
- IE: 1 device on each plan is a collective of 18GB (share usage allowance
- Grow the pool as large as you like
- No Usage Carryover
- · Change Plans When You Want
- · Each router must be tied to a plan

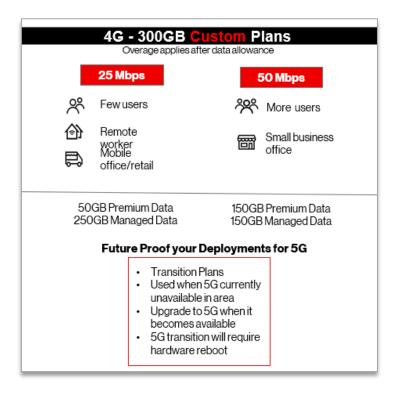


#### **Tiered Plan**

- 3 Plans: 20GB, 30GB, 50GB
- IE: 1 device on each plan is a collective of 100GB (share usage allowance
- · Grow the pool as large as you like
- No Usage Carryover
- Change Plans When You Want
- · Each router must be tied to a plan

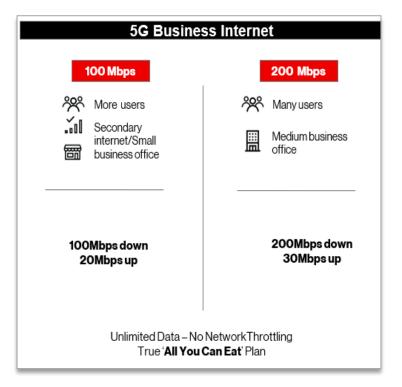


### Fixed Wireless Access | Service Plans



#### **Custom Plan**

- Plan for one Device (Use when 5G is not avail)
- · Speed Dependent (used for small offices)
- · No Usage Carryover, Change Plans When You Want
- · Each router must be tied to a plan
- Premium- prioritize first 50GB and 150GB of data
- · Managed- data managed with regular traffic



#### 5G Plan

- · Plan available on C-Band only
- Must use C-Band equipment (router)
- Unlimited Data Allowance
- Each router must be tied to a plan

**Login to My Business** 



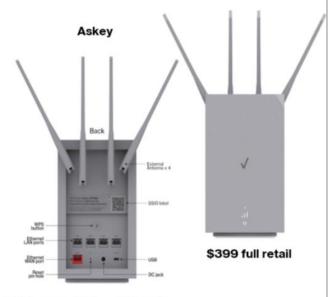
### **FWA Hardware Options | Routers**

### Verizon Internet Gateway for Business Routers





- 12 Month Defective equipment replacement
- Must be ordered with service activation
- Available for activation on existing 4G and 5G plans
- VZ SIM is pre-installed
- Two-Day shipment to your location included



\*This summary is for general informational purposes only; applicable terms and conditions are set forth in agreements between Verizon and its customers and govern over any inconsistent information herein. Verizon provides no warranties for this equipment.

#### Things to Know:

- This Router must be ordered in My Biz
- Sold at Full Retail Price Only
- Standard 2 day Shipping
- The SIM Card is already in the router

#### Plug & Play:

- Turn on the router
- Wait 2 mins to register the router on the network
- · Router is ready to push traffic

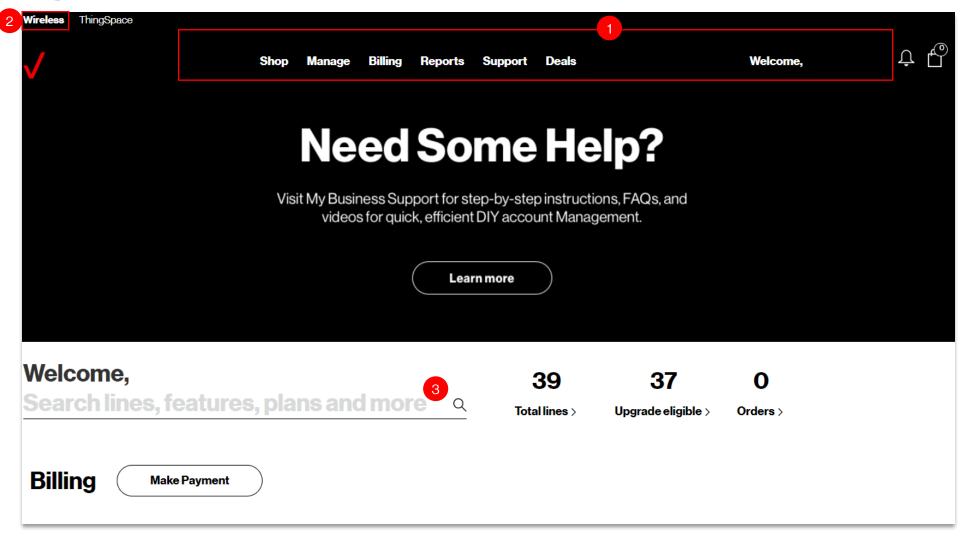
**Login to My Business** 



### **MyBusiness**



### MyBusiness | Dashboard



#### My Business Dashboard Features:

- 1. Main **Landing Page**
- Use Wireless to accessMyBusiness
- 3. Leverage the **Search Bar**

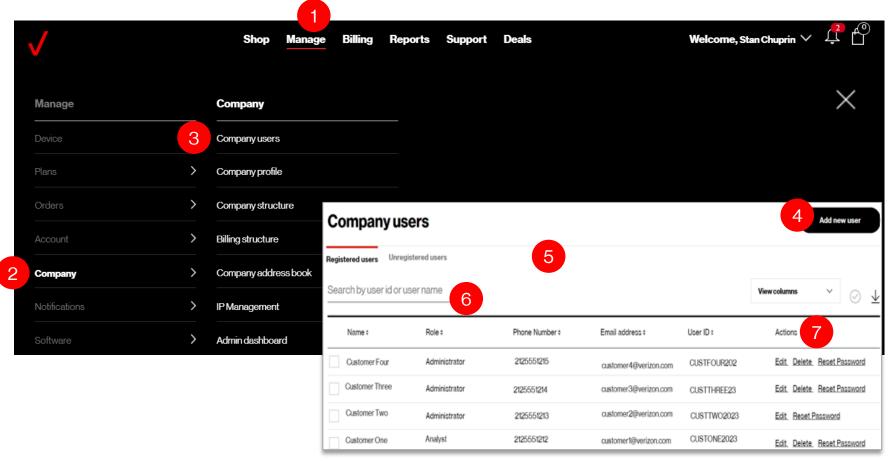
#### My Business Functionality:

- Add New Users
- Manage Users
- View IPs
- Download Reports
- · Order Hardware





### **MyBusiness | Company Administration**



Note: Use My Business to add New Users Only Use ThingSpace add API B2B Users Only

Login to My Business:

### **Under Manage Users, Select:**

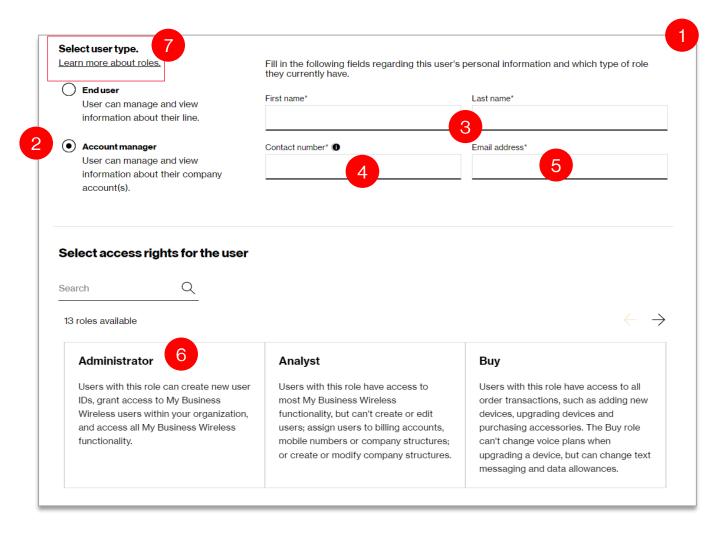
- . Manage
- 2. Company
- 3. Company users

#### **Establish User Access:**

- 4. Add New User
- View Worklist (Registered Users),Unregistered (resend Welcome email) or Pending
- 6. Use Search to locate a User
- Select Action to Edit, Delete or
   Reset Password



### **MyBusiness | Company Administration**



#### **Create New Users:**

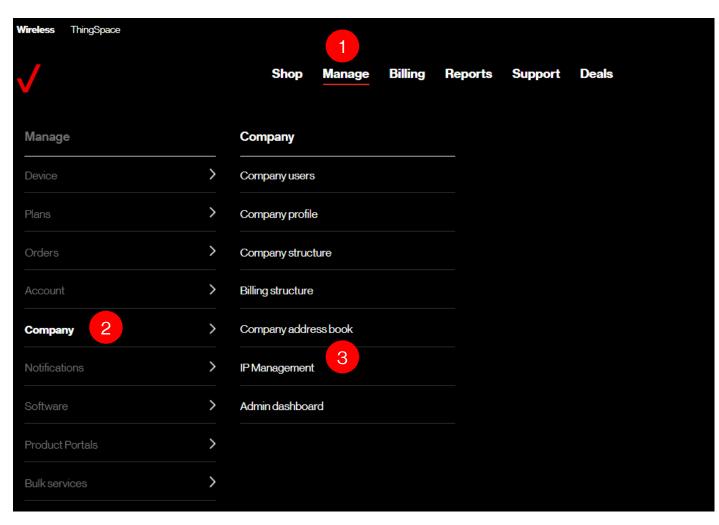
- Click Add New User
- 2. Retain **User Type: Account Manager**
- 3. Enter First and Last Name
- 4. Add Mobile Contact Number
- Provide Valid Corporate Domain Based
   Email Address
- Select Role (there are 13 different roles but the Administrator role is most frequently used)
- 7. Click to Learn more about roles

#### Click Continue

Login to My Business:



### MyBusiness | IP Management



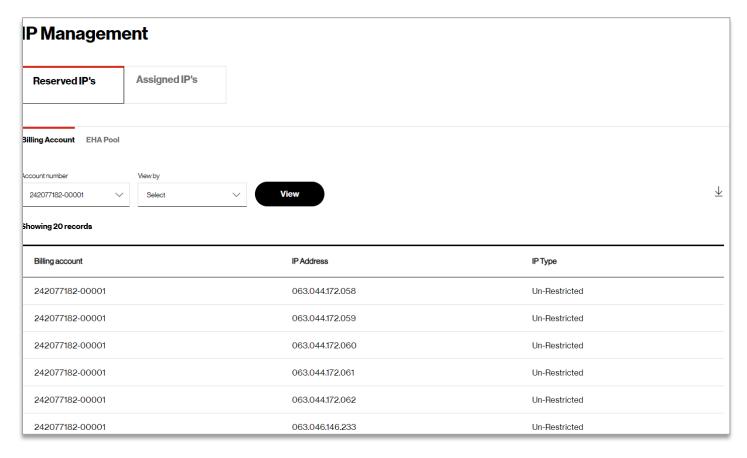
#### **How to View IPs:**

- 1. Click **Manage**
- 2. Select Company
- 3. Select IP Management



Login to My Business:

### **MyBusiness | IP Management**

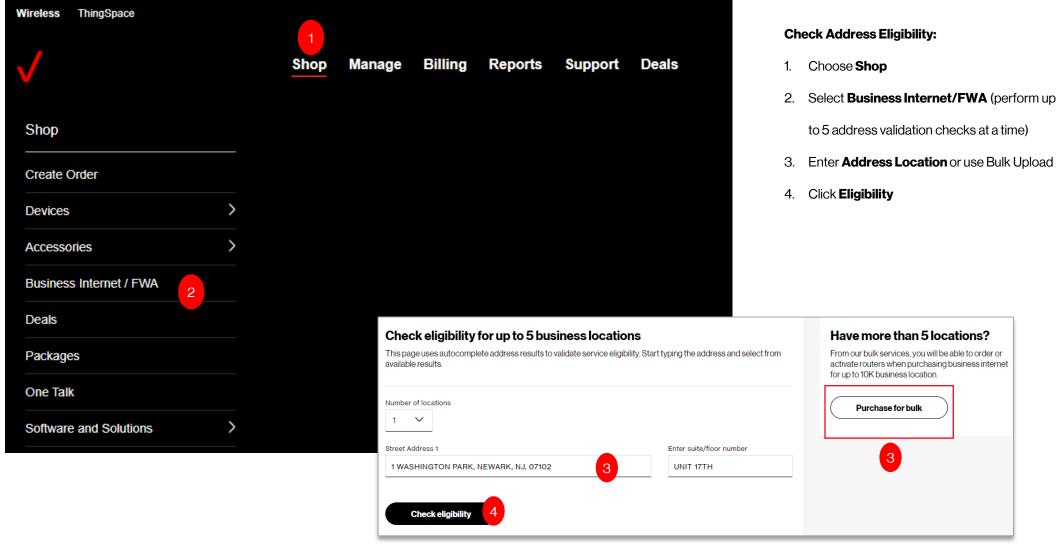


#### Things to Know:

- Has an Initial load of 250 static IP addresses
- If you attach a static IP to a router, the **IP will be pulled from the reserved IP list**
- If you need more static IPs, contact the VPSC Center at: <u>vpsc-mobilesvc-durham@verizon.com</u> or 1888-346-5705 Option #1
- Currently, **No extra charge for additional IPs** (if payment for initial set up fee is complete)
- Reserved IPs are used to associate an IP address to a particular device (router)
- Assigned IPs are already associated to a router

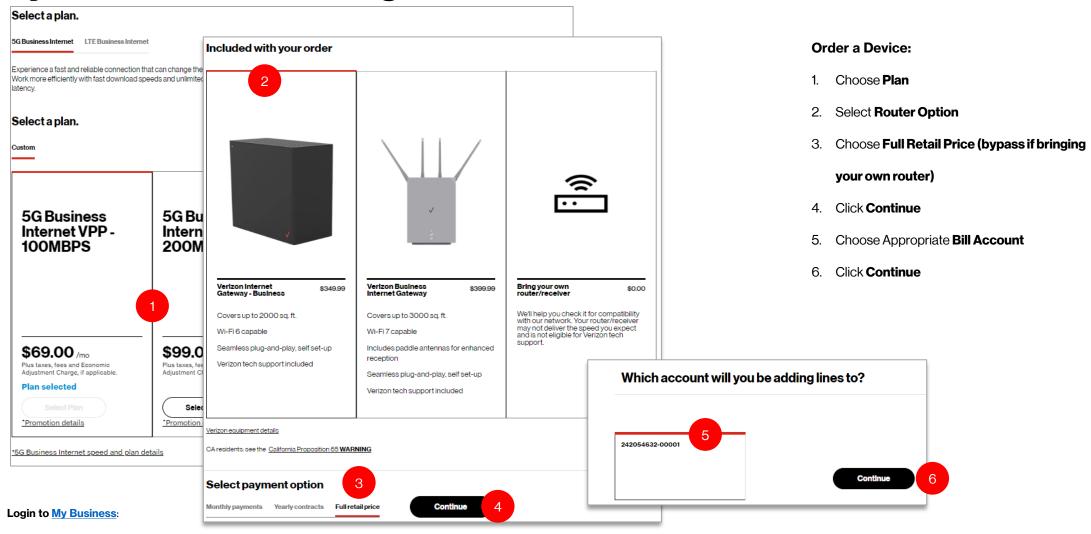


### MyBusiness | Address Eligibility & Ordering



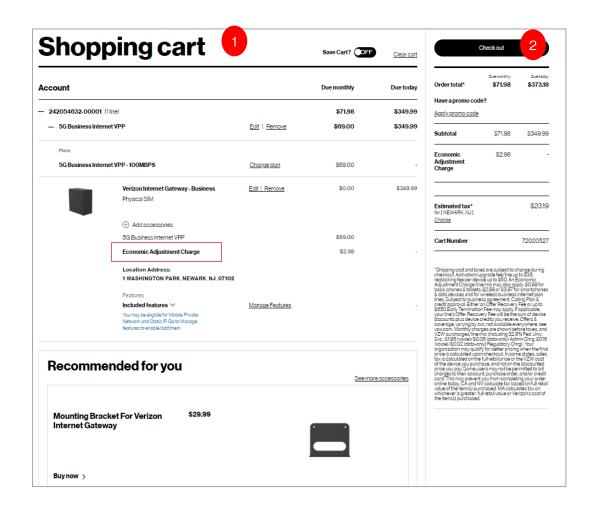


### MyBusiness | Ordering a Device





### MyBusiness | Address Eligibility & Ordering



#### **Submit Order:**

- 1. View **Shopping Cart Details**
- 2. Click Check Out (if you do not need to add a static IP to your order)

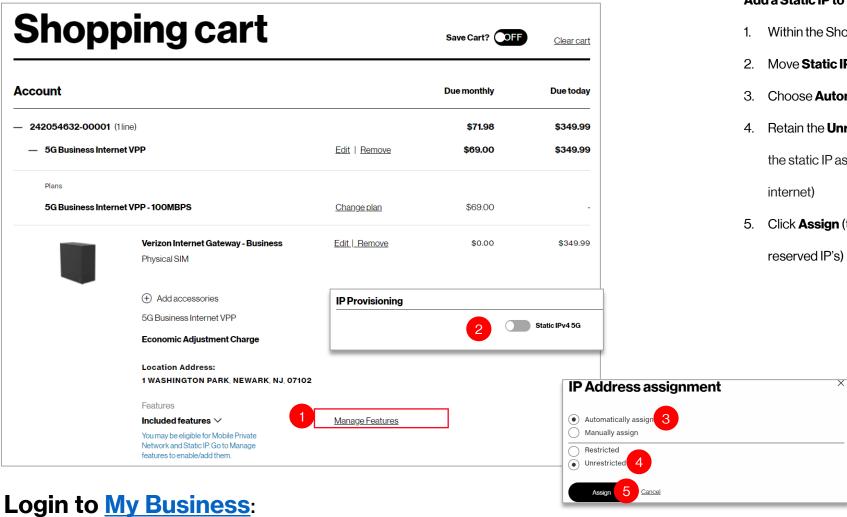
#### Note:

- An economic adjustment charge is a fee that covers increases in taxes,
   regulatory fees, and network maintenance costs.
- Use MyBusiness to Purchase a Device
- Use ThingSpace activation if you are bringing your own device

Login to My Business:



### MyBusiness | Add a Static IP



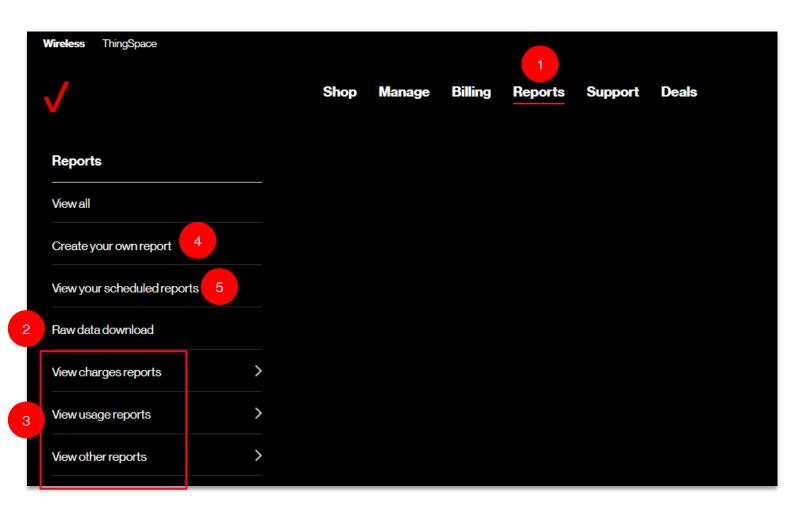
#### Add a Static IP to Your Order:

- 1. Within the Shopping Cart, Click **Manage Features**
- 2. Move **Static IPV4 slider** to the right (until its green)
- 3. Choose Automatically assign
- Retain the **Unrestricted** selection (if you select restricted the static IP assigned will not be able to access the public
- Click **Assign** (the system will pull from the list of your

**Note:** After you click assign the IP assignment gets attached to the mobile number on the router



### MyBusiness | Reports



Access Reports to Easily Manage your Devices:

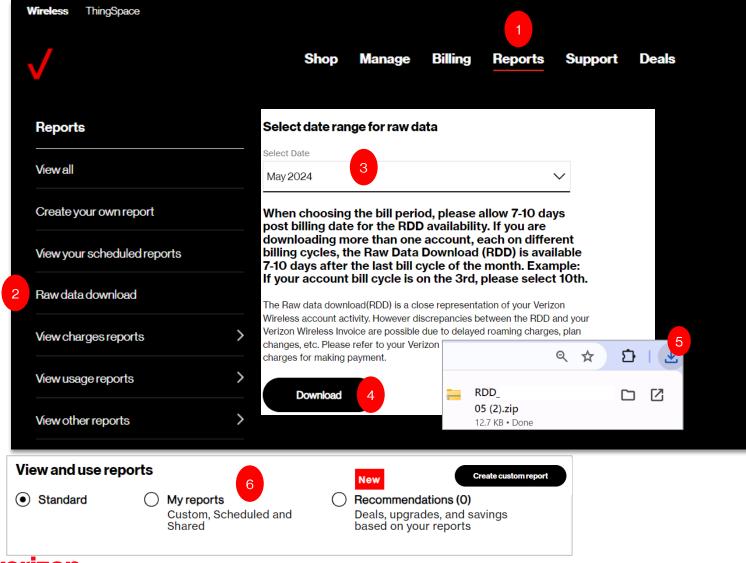
- 1. Click Reports
- 2. Access Raw Data Download (most frequently used report)
- 3. Select other Reports from the Menu
- 4. Create your own Report
- 5. View Scheduled Reports

#### Things to Know

- You have to be an admin to request the raw data download report
- If you recently enrolled for this report. Please allow up to two bill cycles for the report to populate.



### MyBusiness | Reports | Raw Data Download



#### Access MyBusiness Reports:

- Click Reports
- 2. Click Raw Data Download (most frequently used report)
- 3. Select Date Range
- Click Download
- 5. Retrieve **Downloaded Report**
- 6. Either Customize or Schedule a Report

### Things to Know

- You have to be an admin to request the raw data download report
- If you recently enrolled for this report. Please allow up to two bill cycles for the report to populate.

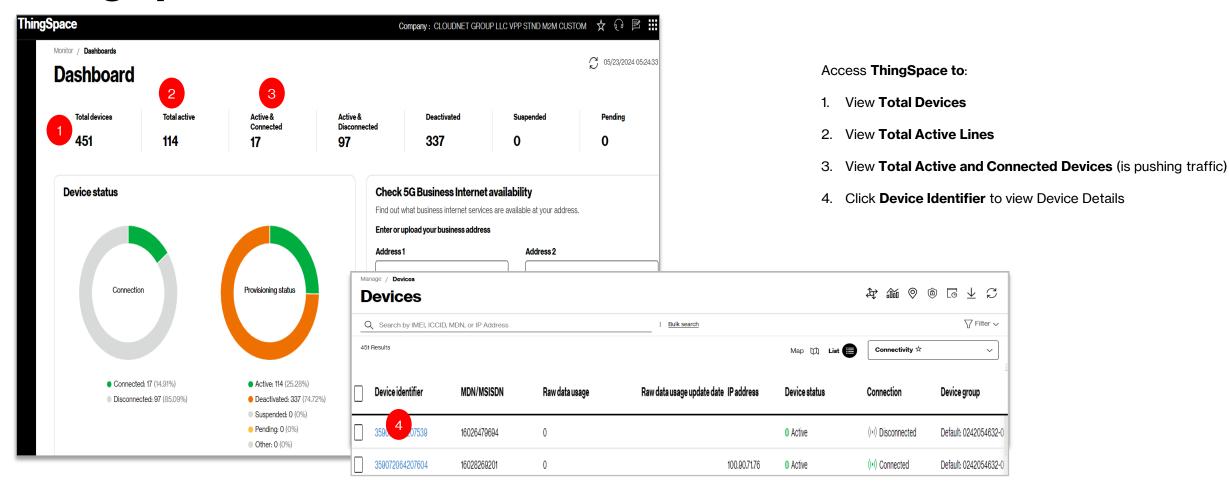
Login to My Business:



### **ThingSpace**

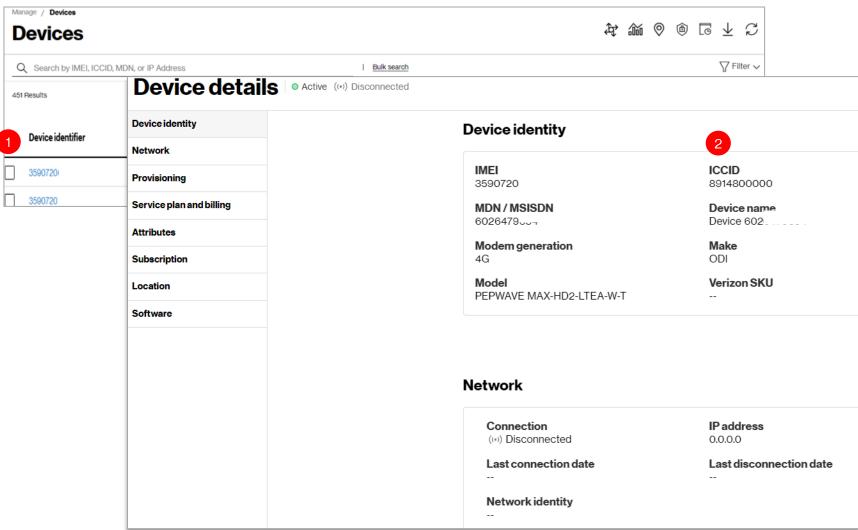


### ThingSpace | Dashboard





### **ThingSpace | Device Details**

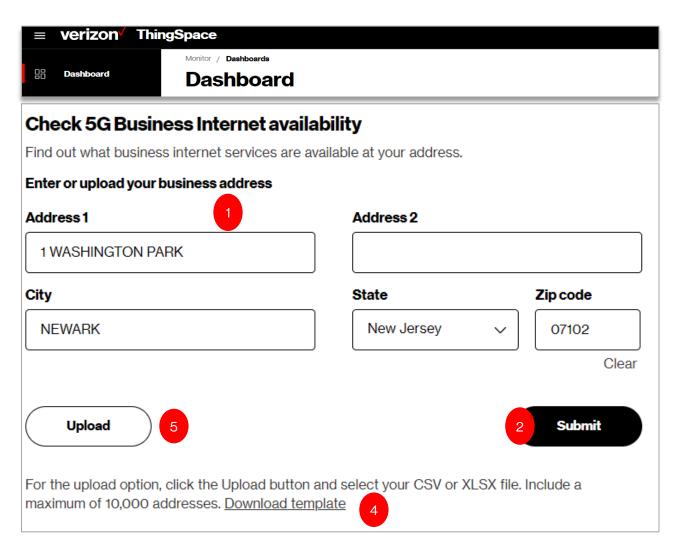


Access ThingSpace to View Device Details:

- 1. Click Device Identifier
- 2. View Configuration Details



### ThingSpace | Address Eligibility

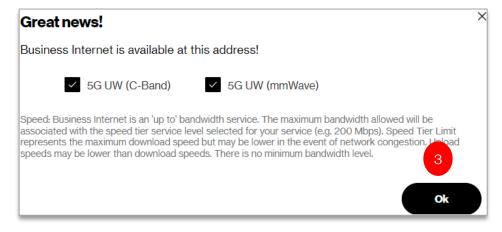


#### **Check Address Eligibility:**

- Enter Address
- 2. Click Submit
- 3. View Eligibility Results

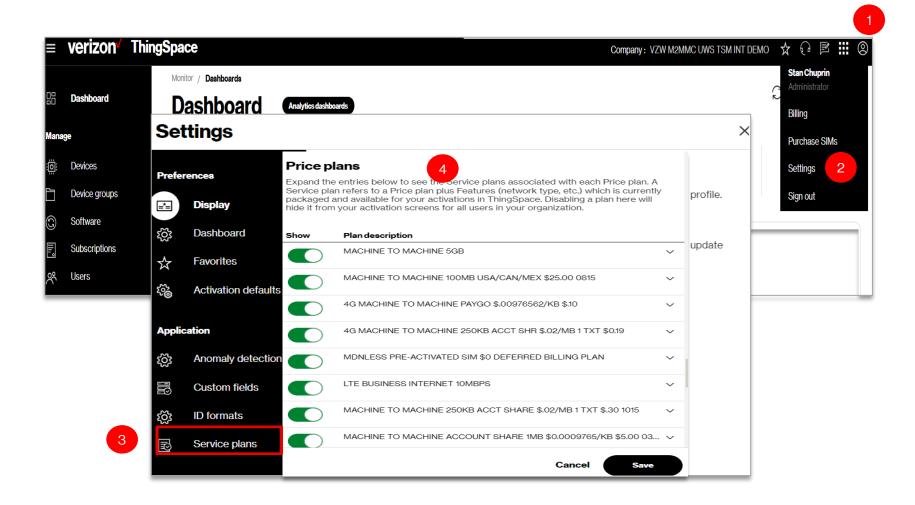
or

- Download Template for Bulk Address Eligibility
   (template cannot be modified)
- 5. Use Upload if Bulk Template is used





### ThingSpace | View Your Service Plan

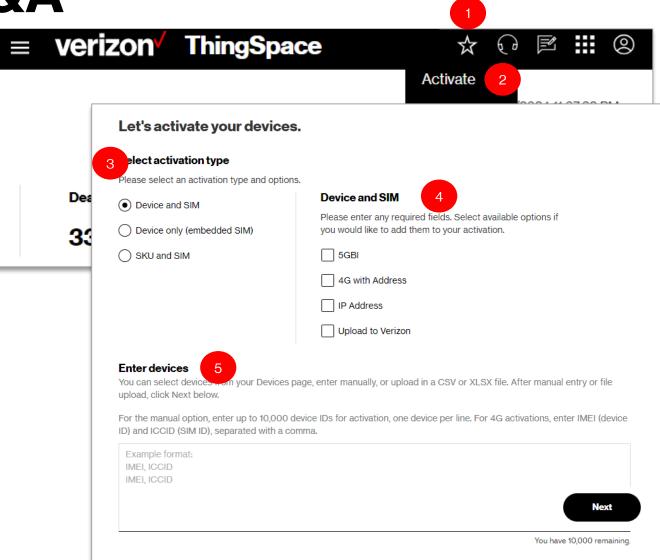


#### **Review Service Plans:**

- 1. Select **Profile**
- 2. Choose **Setting**
- 3. Select Service Plan
- 4. View/Modify Service Plans (when applicable)



### Q&A



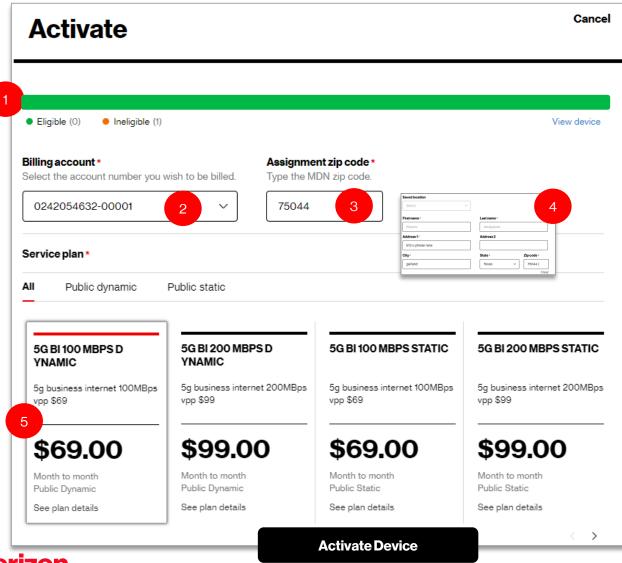
#### **Activate a Device:**

- 1. Click on the Star
- 2. Select Activate
- 3. Select Activation Type
- 4. Choose **Device and SIM** (as applicable)
- 5. Enter **Device Detail**

Click Next



### ThingSpace | Activation (continued)



#### **Activate a Device:**

- 1. Ensure that the Activation Bar is Green not Orange
- 2. Choose appropriate Billing Account Number
- 3. Add Assignment **Zip Code**
- 4. Add Contact Details (when applicable)
- 5. Select applicable Service Plan

#### Click Activate Device

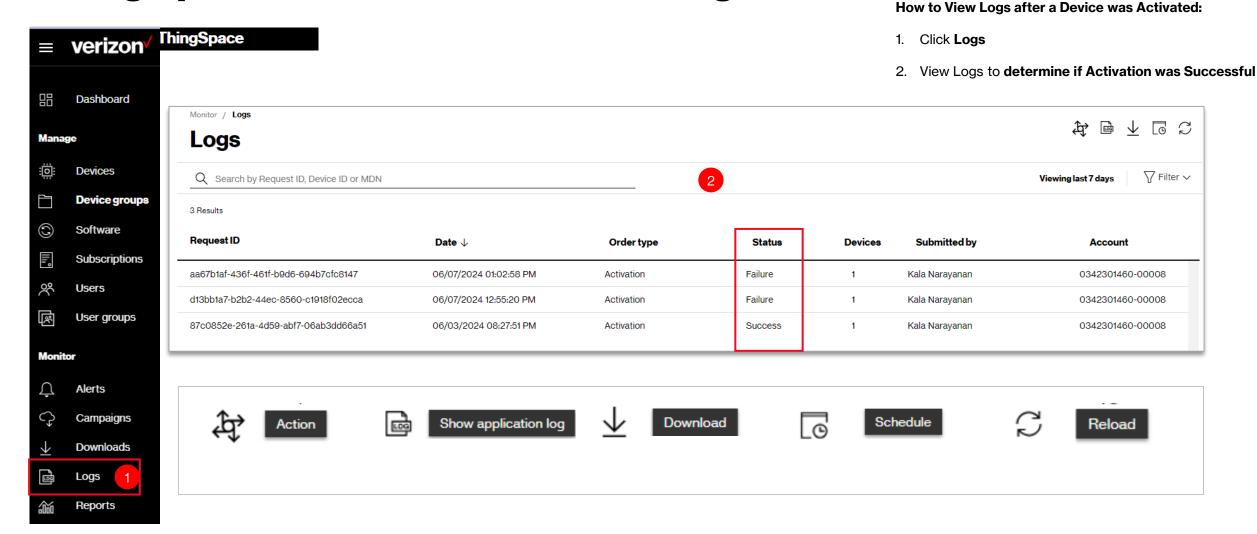
#### Note:

- Activate after the you receive the router.
- If you purchased a cradle point router, you will need to <u>purchase</u>
   <u>SIM Cards</u>

**Login to My Business:** 

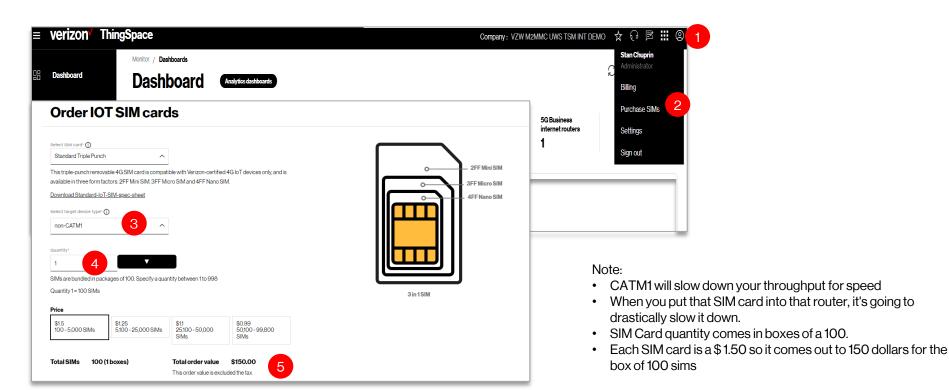


### ThingSpace | Activation (View Logs)





### ThingSpace | Purchase SIM Cards

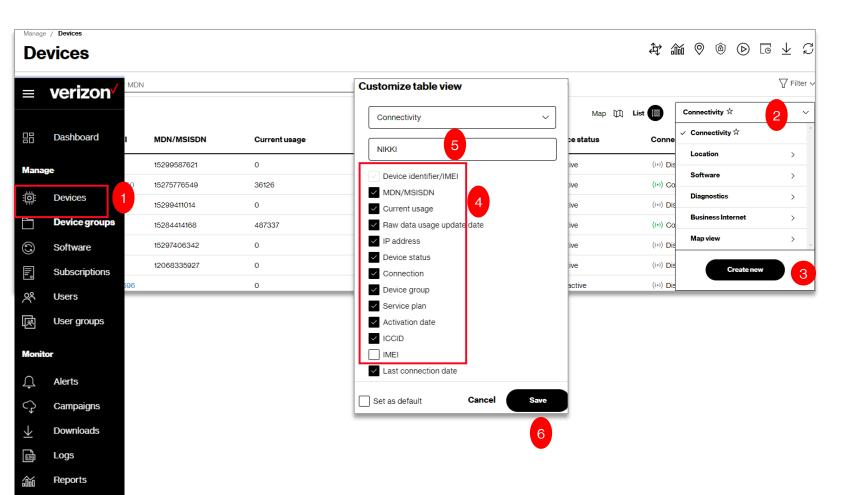


#### **Purchase SIM Cards:**

- 1. Select Profile
- 2. Choose Purchase SIMs
- 3. Select Non-CATM1
- 4. Choose Quantity
- Review **Total Price** before proceeding to complete your purchase



### ThingSpace | Device List Customization

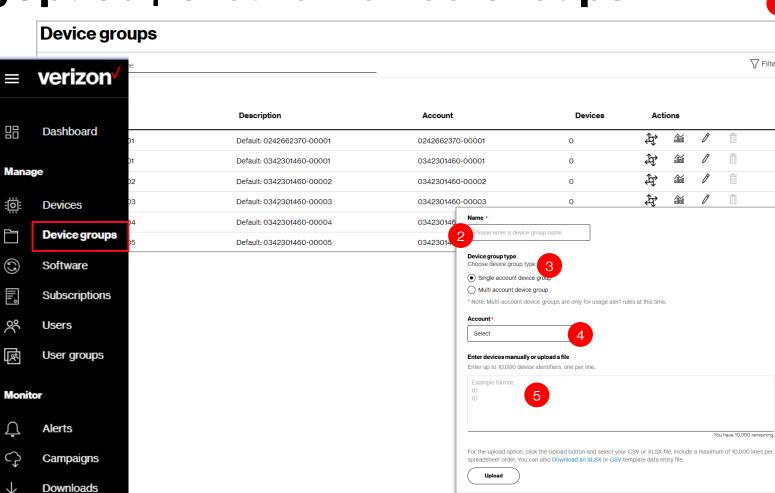


#### **Customize your Device List:**

- Select **Devices**
- 2. Click Connectivity to Open Dropdown
- Click Create New
- 4. Select the Fields you want displayed
- 5. Name the Custom Display
- 6. Click Save



### **ThingSpace | Create Device Groups**



Use the Device Groups to assign devices to individual groups

#### **Device Group Features:**

- Use Search Bar
- Filter
- · Group Name
- Account
- Devices

#### Use Actions to:

- Make Changes
- Run a report
- Edit
- Delete

#### **Create a Device Group:**

- 1. Click the Square box to Create Group
- 2. Name the Device Group
- 3. Select Group Type
- 4. Choose Appropriate Bill Acct
- 5. Enter applicable device details

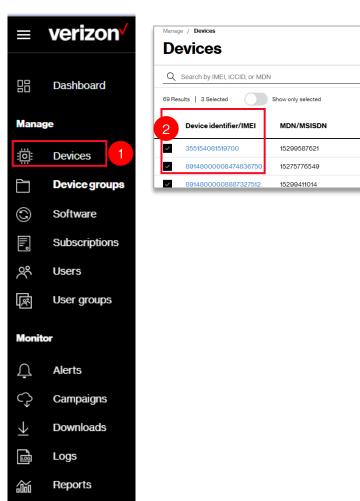
Click Upload

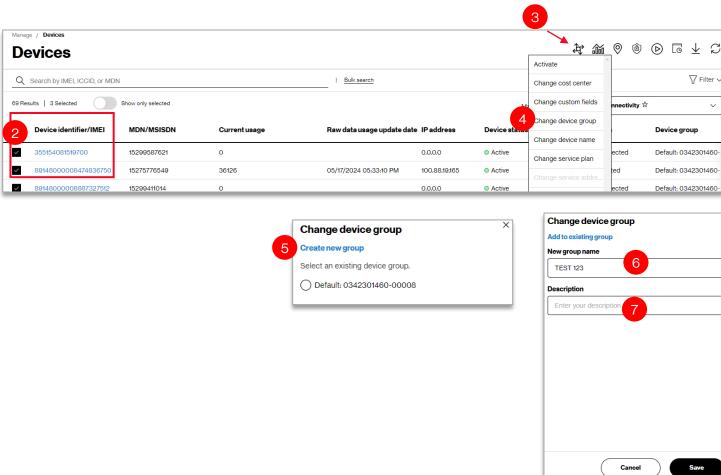


Logs

Reports

### ThingSpace | Change a Device Group





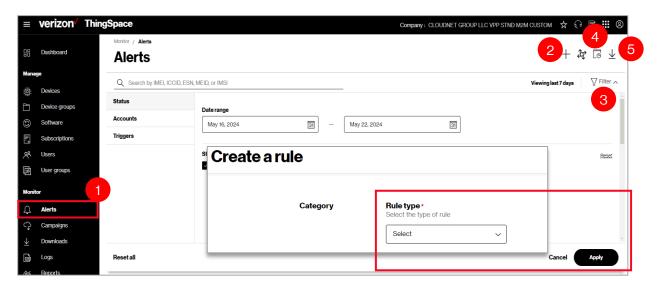
#### **Change a Device Group:**

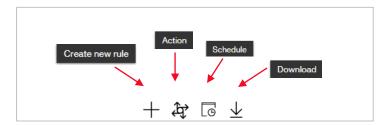
- Click **Devices**
- 2. Select the **Device Identifiers to be** changed
- 3. Select the Action Icon
- Choose Change Device Group
- Select Create New Group
- **Enter New Group Name**
- 7. Add Group Name Description

#### Click Save



### ThingSpace | Alerts





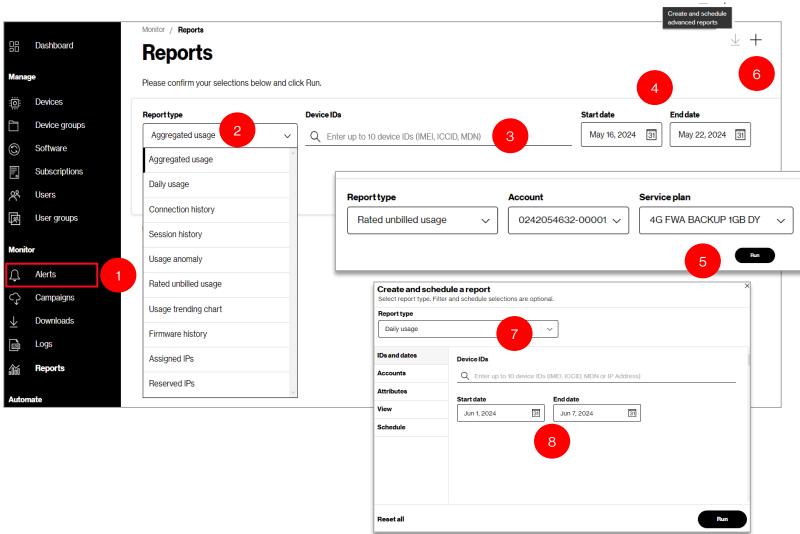
**Create an Alert** when a value or status associated with a device has changed:

- 1. Click Alerts
- 2. Click (+), Create a Rule, then click

  Apply
- Use Filter (then click apply) to locate the Alert created
- 4. Save and Schedule Alerts
- Click down arrow to **Download andExport** alert results



### ThingSpace | Reports



#### Two Ways to obtain ThingSpace Reports:

- 1. Select Reports
- 2. Choose Report Type
  - Aggregated usage
  - Daily usage
  - · Connection history
  - · Session history
  - Usage anomaly
  - Rated unbilled usage
  - · Usage trending chart
  - · Firmware history
- 3. Enter Device Details
- 4. Choose Start and End Date
- 5. Click Run

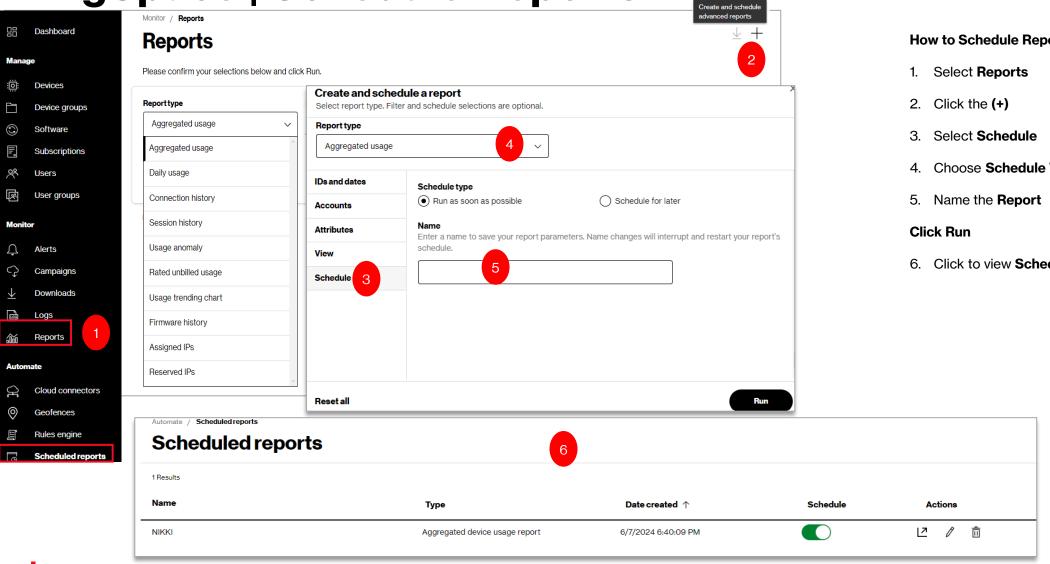
#### or

- 6. Click the (+)
- 7. Choose Report Type
- 8. Select Date Range

#### **Click Run**



ThingSpace | Schedule Reports



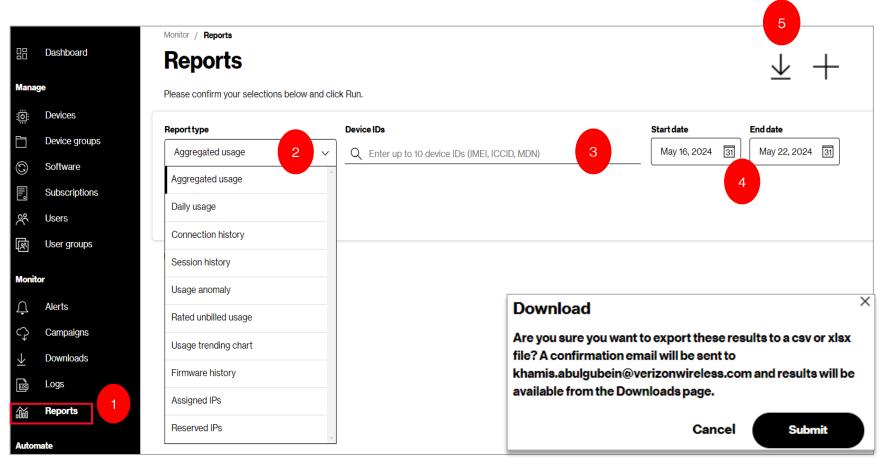


4. Choose **Schedule Type** 

6. Click to view Schedule Reports



### ThingSpace | Download Reports



#### **How to Download Reports in ThingSpace:**

- 1. Select Reports
- 2. Choose Report Type
- 3. Enter Device IDs
- 4. Select Date Range
- 5. Click the **Down Arrow**  $\checkmark$

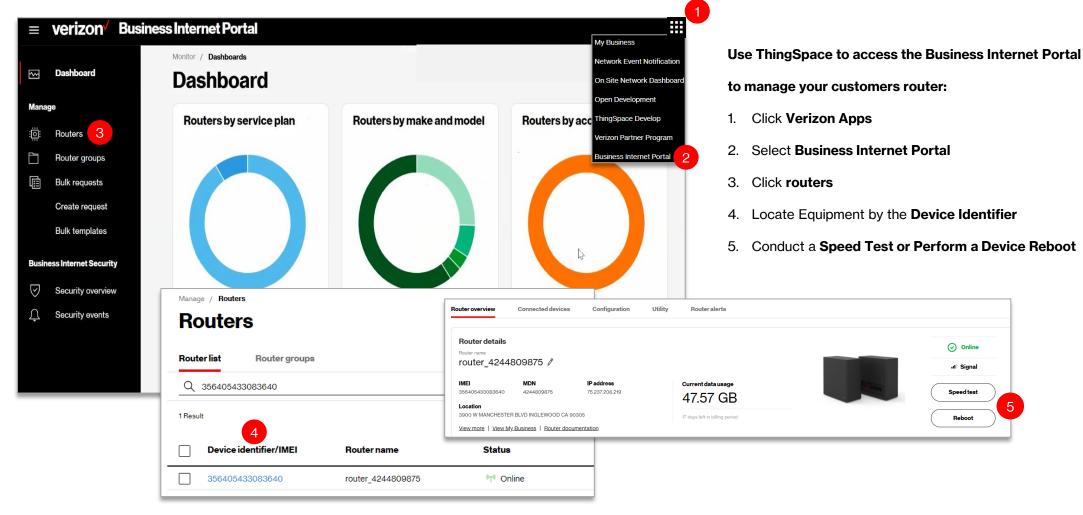
#### Click Submit



### **Business Internet Portal**

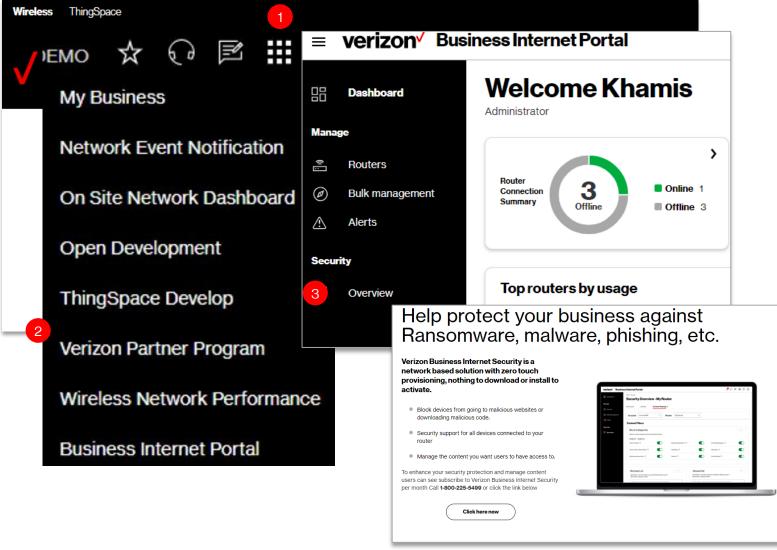


### **Business Internet Portal | Router Management**





**Business Internet Portal | Security Features** 



Access the Business Internet Portal to learn more about our Security Features:

- 1. Click Verizon Apps ##
- 2. Select Business Internet Portal
- 3. Select Overview

#### Things to Know

- Security features that will Block devices from going to malicious websites or downloading malicious code.
- · Security support for all devices connected to your router
- · Manage the content you want users to have access to



### **Support**



### **VPSC Customer Support**



### **Support Structure**

- Ordering
- Provisioning
- Billing
- Maintenance
- General Questions



### Include the following Detail on the Email or by Phone

- Portal Issues: Company Name, User Name and Description of the Issue
- Device Issue: Company Name, User Name, Address, MDN of the device, SIM#(ICCID), Device ID (IMEI) and Description of the Issue
- Something Else: Company Name, User Name, Detailed Description of the Situation



### **How to Reach Us**

- By Phone: 1888-346-5705: Option #1
- By Email: <a href="mailto:vpsc-mobilesvc-durham@verizon.com">vpsc-mobilesvc-durham@verizon.com</a>

### **Hours of Operation**

- Monday thru Friday 9:00-4:30 PM CST
- After Hours: 1800-525-0481 the IVR system will require the entry of an active MDN



## VEIZON business