Fiber to the Internet (FTTI)
Bulk Address Validation Job Aid

Enables carriers to deliver superior fiber optic Internet connectivity all the way to the businesses they serve

verizon
business

Getting Started

From the **Shop** menu, click **"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
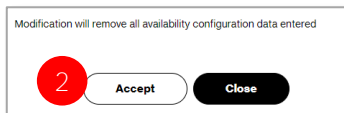4. Modify **Group Name** if needed, (minimum of 4 characters maximum of 12)
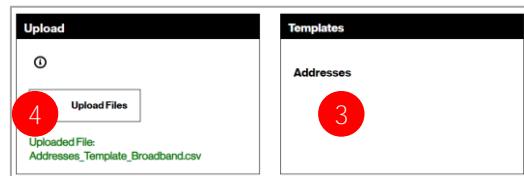
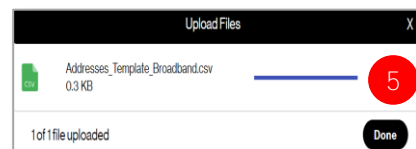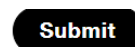1. Click **Upload** to access the address template

2. Click **Accept**

3. Click **Addresses** to **Download the Address Validation Template** (populate bulk address template)

4. Click to **"Upload"** the Address Validation Template

5. Click **Done**

Click **Submit**

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Availability Configuration

Click the **Availability** button

1. Use **Search Bar** to narrow search
2. Click **Refresh** to reload page
3. Use **Add Address** to enter a new address location. You will be redirected to the Local Service Interface (LSI)
4. Click outer box to **Edit/Group**
5. Click the outer box to **Delete** a row

Click outer box to **Submit**

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

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Configuration

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

FTTI03114015-001 ✏️ 🏳️

Product Selected: Fiber to the Internet (FTTI)

Make the following selections

1 Product **Availability**: FTTI Business | FTTI Additional Line | FTTI Migration

2 Choose **Speed**

3 Select **Type of Data**: Dynamic, Static

4 Contract **Term**s: Month to Month, 2 Years

5 Select **TSP** (Telecommunications Service Priority Code)

6 Enter **End Customer Name**

7 Enter **End Customer Telephone Number**

8 Add **Remark**s (if needed)

Click **Next**

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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

Contact Details

Requestor

* General Example *

Implementation Contact:

Name*: Required

Email*: Required

End Customer (Local Contact):

Name*: Required

Email*: Required

Alternate Local Contact:

Name*: Required

Next

Delivery

1. Click the appropriate **Month**

2. Select the **Requested Due Date** (bolded dates)

3. Choose **"Preferred Appointment Time"**

Click **Next**

Schedule Delivery

Calendar | Requested Due Date

OCT 2023 ▾   < >

Today **31** Tuesday

OCT

Preferred Appointment Time: None ▾

Next

Order 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**

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