

Verizon Enterprise Center Access Requests



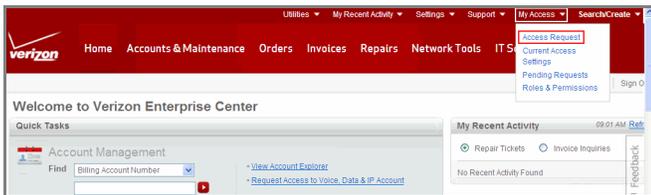
Verizon Enterprise Center Access Requests

Access Request provides users secure access to the applications in the Verizon Enterprise Center portal. However, users need to have a PIN / Invitation Code from Verizon to register in the portal. Upon entering the PIN / Invitation Code, the user will have immediate online access to the applications. This Quick Start Guide has been written with the assumption that the user does not have an Invitation Code/PIN but does have a billing account number and zip code and has their services within the U.S.

Step 1. Log in to the Verizon Enterprise Center portal

1.1 Click <http://enterprisecenter.verizon.com>

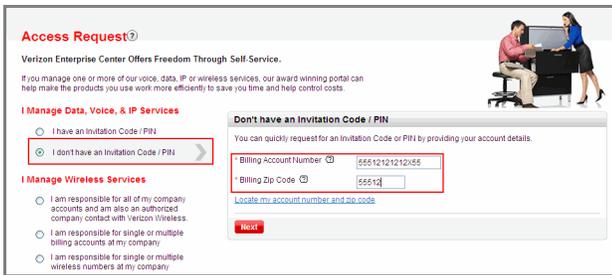
Step 2. Access



Step 3.

3.1 Click the **My Access** drop-down menu and then click the **Access Request** link.

Step 4. Select Services



- 4.1 Select the **I have an Invitation Code / PIN** radio button in the *Manage Data, Voice & IP Services* section.
- 4.2 Enter the billing account number in the *Billing Account Number* text field.
- 4.3 Enter the zip code in the *Billing Zip Code* text field and click **Next**.

Step 5. Request for Invitation Code / PIN



5.1 Select the appropriate radio button to receive an Invitation Code/PIN by either of the following methods:

- **Phone Call** - Enter your phone number to receive the PIN/Invitation code by phone.
- **US Mail** - You will receive the PIN/Invitation code within 7 to 10 business days at your billing address on record.

Note: If you want to receive the PIN by phone, Verizon will provide the PIN to you via an automated message at the number you provided. To ensure that this option works for you, enter a phone number associated with this account. The call must be answered in person or the PIN will not be provided. If you select the US Mail option, the PIN will be physically sent to the address on record for the account.

5.2 Click **Submit**.

Step 6. Confirm Tools



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Verizon Enterprise Center Enrollment

1 Invitation Code / PIN 2 Confirm Tools 3 Manage Profile

Why Register? Check out all the things you can do online in a jiff!

- Pay your invoices
- Set up automatic payments
- Manage custom notifications
- View current or historical invoices
- Add or change services
- Manage paper settings

2. Confirm Tools

✓ You will receive access to the following tool(s) and account(s). Click Text To Complete.

Invitation Code	Accounts	Tool Name	Additional Eligible Tools	Paperless Requested	Status
01WGN0W050 Remove	xxxxxx2454	Invoice	Order Repair	Yes	Eligible for Paperless Billing

Add Another Invitation Code

Invitation Code

Automatically set the associated billing account to paperless. The Paperless option is only available for users within the US.

6.1 Click the appropriate check box to select the Verizon applications you want to access.

6.2 Click Next.

Note: Click the *Automatically set the associated billing account to paperless* radio button to receive paperless bills. Note that the paperless billing option is available only for users within the U.S.

Step 7. Manage Profile - Existing profile

1 Invitation Code / PIN 2 Confirm Tools 3 Manage Profile

Why Register? Check out all the things you can do online in a jiff!

- Pay your invoices
- Set up automatic payments
- Manage custom notifications
- View current or historical invoices
- Add or change services
- Manage paper settings

2. Create new online profile or add account to your existing online profile

Create new user profile

Add account to existing profile

Add Account

Provide your credentials to add this account to your existing online user profile.

* User ID

* Password

Project Code

You may have received a project code from your account team. If so, enter it here.

Project Code

7.1 Click the **Add account to existing profile** radio button and click **Add account** if you have an existing profile and click **Add Account**.

OR

Step 8. Manage Profile - Create new profile

1 Invitation Code / PIN 2 Confirm Tools 3 Manage Profile

Why Register? Check out all the things you can do online in a jiff!

- Pay your invoices
- Set up automatic payments
- Manage custom notifications
- View current or historical invoices
- Add or change services
- Manage paper settings

3. Create new online profile or add account to your existing online profile

Create new online user profile for this account

Add this account to my existing online user profile

Create your online user profile

User Information

* First Name * Last Name

* Contact Number * Email

* Address 1 * Address 2

* City * State

* Zip / Postal Code

Setup your profile

User ID must be 6 to 20 alphanumeric characters and must contain at least one letter. The only allowed special characters are [], _

Password must be between 8 and 24 characters, must include at least one number, one uppercase letter, one lower-case letter and must not contain a character that repeats more than 3 consecutive times.

Please keep a record of your User ID, Password, and Secret question/answer information in a safe location. To pass security screening, exact responses are required to gain future access to this site.

* User ID ✓ At least 1 letter ✓ 6-20 characters in length

* Password ✓ At least 1 upper & 1 lower case letter ✓ At least 1 Number ✓ 8-24 characters in length

* Confirm Password

* Secret Question

* Answer ✓ Minimum 5 characters in length

* Type the characters

[View image](#)

Project Code

You may have received a project code from your account team. If so, enter it here.

Project Code

8.1 Click the **Create new online user profile for this account** radio button if you want to create a new online user profile.

8.2 Enter the appropriate information in the *User Information* section.

8.3 Enter a user ID in the *User ID* text field.

8.4 Enter a password in the *Password* text field.

8.5 Enter the password in the *Confirm Password* text field.

8.6 Look at the image displayed and enter the characters exactly as you see them in the image in the *Type the characters* text field and click **Register**.

Step 9. Verizon Enterprise Center Enrollment - Confirmation



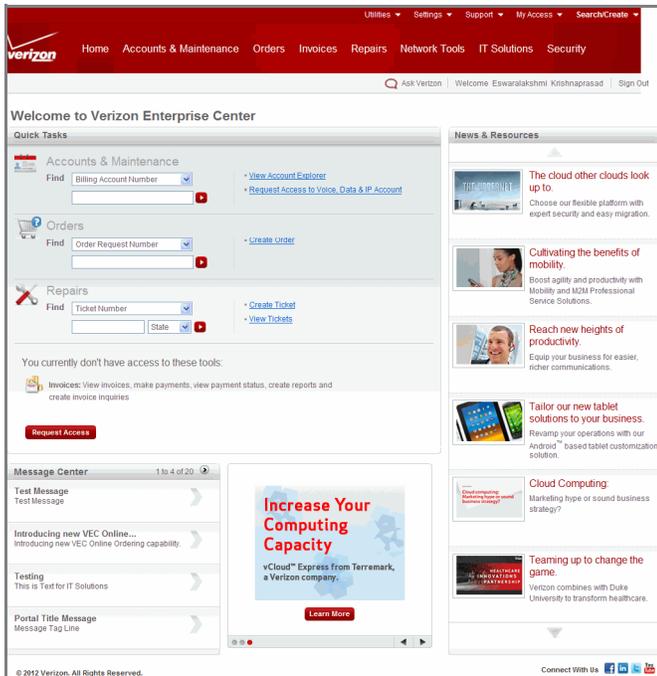
Verizon Enterprise Center Access Requests



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9.1 Click **Proceed to Verizon Enterprise Center** tab to access the Verizon Enterprise Center home page.



verizon.com

