

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 <u>http://enterprisecenter.verizon.com</u>

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

Access Request®	
Verizon Enterprise Center Offers Freedom Throug	gh Self-Service.
If you manage one or more of our voice, data, IP or wireles help make the products you use work more efficiently to a	ss services, our award winning portal can ave you time and help control costs.
I Manage Data, Voice, & IP Services	Don't have an Invitation Code / PIN
I have an invitation Code / PIN	You can suickly sequent for an invitation Code or DN is arguiding your appoint datails
 I don't have an Invitation Code / PIN 	Billing Account Number 555121212122X55
I Manage Wireless Services	* Billing Zip Code 2 55512
 I am responsible for all of my company accounts and am also an authorized company contact with Verizon Wireless. 	Locate my account number and tip code
 I am responsible for single or multiple billing accounts at my company 	Next
 I am responsible for single or multiple wireless numbers at my company. 	

- 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

Account Info	2 In	vitation Code / PIN		
	Why Register? C	heck out all the things • Pay your invoices • Set up automatic payments • Manage custom notifications	you can do o • View current o • Add or change • Manage pape	nline in a jiff r historical invoice services r settings
2. Enter Your In Please choose your Phone Call	vitation Code / PIN preferred delivery method	for receiving the Invitation Code	/PIN:	
If you choos immediately provided. To associated v be received. have Interac	e to receive your PIN throug provide the pin to you via a ensure that this option wo with this account. A live per This is a great option if you twe Voice Response (IVR),	gh our phone call service, Verizo an automated message at the di rks for you, please enter a phon son must answer this call or the u answer calls directly but if you , another option would be better.	n will irect number e number e pin will not do not and/or	
	- OR			

- **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





Verizon Enterprise Center Access Requests

 Why Register? Check out all the things you can do online Pay our invice Set an advantice payments Set an advantice payments An or drange service An or drange service<	e in a jiff ical invoice es js
2. Confirm Tools You will receive access to the following tool(s) and account(s), Click Next To Complete.	
Additional Tool Eligible Paperless Invitation Code Accounts Name Tools Requested Status	
OWGNGNWQSD Remove xxxxxxx2454 Invoice V Order Yes Ves Eligible for Paper Billing.	less

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

		Pay your invoices Set up automatic p Manage custom no	View current or historical in Add or change services Manage paper settings	tvoices
2. Create ne	w online profil	e or add account to your	existing online profile	
O Create I	new user profi	le		
Add acc	ount to existin	ng profile		
Add Accour	ıt			
Provide your cre	dentials to add th	is account to your existing online	user profile.	
* User ID	Karthik21			
*Password				
Project Cod	•			
You may have n	ecerved a project c	ode from your account team. If so	i, enter it nere.	

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. Step 8. Manage Profile - Create new profile

	Why Register	Check out all the thin Pay your invoices Set up automatic payments Manage custom notification	gs you can do online in a ji • View current or historical invoid • Add or change services is • Manage paper settings
3. Create new o Create new Add this ac Create your on	nline profile or ac online user proficount to my existi line user profile	id account to your existi ile for this account ing online user profile	ng online profile
User Informatio	n		
First Name	Arun	- Last Name	Mohan
Contact Number	9856402000	Email	arun.mohan.x.jayakumar@veri
Address 1	786	Address 2	
City	New york	*State	New York
Zip / Postal Code	10002		
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- 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



OR



Verizon Enterprise Center Access Requests



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



verizon.com

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