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How To Use Guide: Company and Personal Packages

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Overview

Company packages contain a combination of devices, plans, accessories and features that can be saved once and reused for future shopping. You can use packages to suppress shopping path(s) to present only predefined packages. The system supports a maximum of 20 company packages and seven personal packages, making available to you a total of 27 possible packages.

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User Role Access

The following are the user roles that have full or limited access rights:

- Primary Contact and Admin roles have full access to company and personal package creation and management. These roles can also purchase using personal and company packages.

- Analyst and Buy roles can create personal packages and purchase using personal and company packages. However, they will not be able to create, manage or modify company packages.
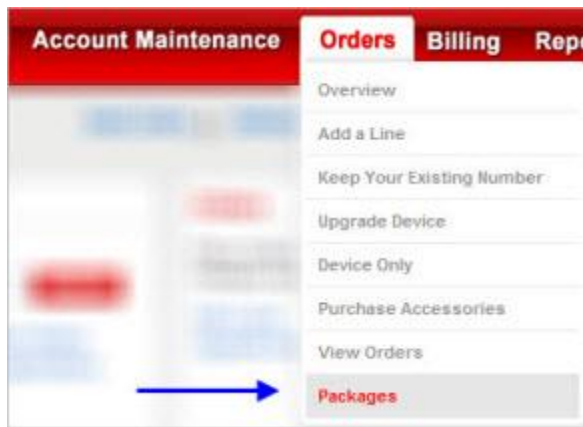
How to Create a Company Package

A company package contains a device, a calling plan, features and accessories. You can create as many as 20 company packages.

Note: Your Primary Contact will be notified nightly via email when company packages cannot be used due to market issues, content customizations, and device or accessory availability. Personal packages do not include this notification.
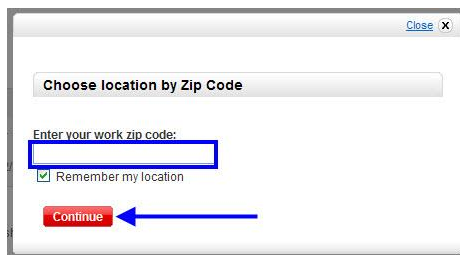
1. Hover your mouse over the **Orders** tab and click on **Packages**.

2. Click on the **Company Packages** link, if you are not already on the Company Packages page. Then, click the **Create Package** button.
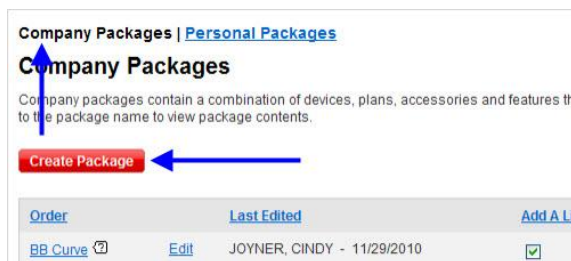
3. Enter your work ZIP code, and then click the **Continue** button.

4. On the Select Device page, select the device you would like to include in the package.

   a. Use the Feature Finder to sort by category, price, brand / OS, and features by selecting criteria from the dropdown(s).


   b. Click **Search** to view the results.

c. Once you've made your selection, choose your desired quantity and click the **Add to Cart** button.

d. Click the **Select a Device & Continue** button to confirm.
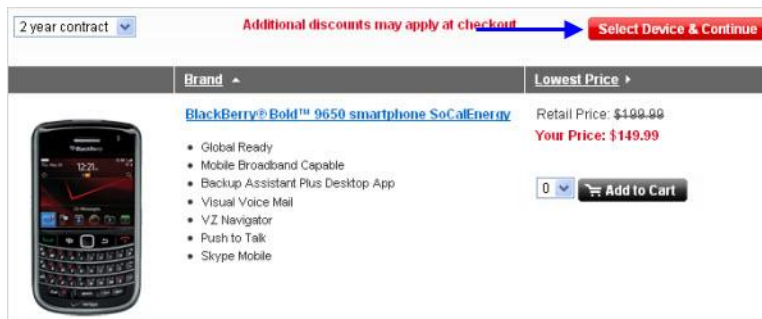
5. On the Select Plans page, select your plan category, text messaging and data packages to continue. Note: If you've selected a plan category that includes text and data, then you will not need to select them separately.
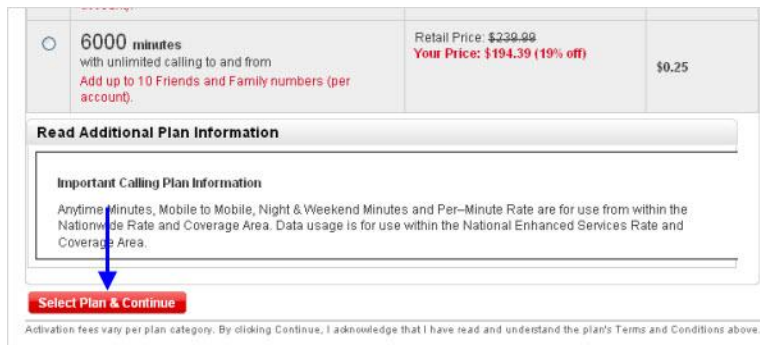
![Verizon wireless logo]
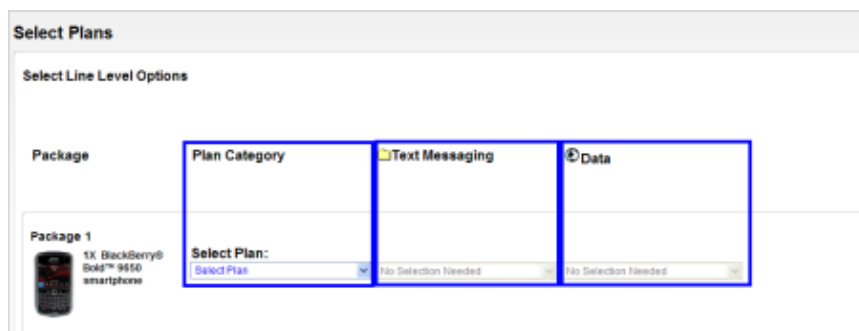
6. Review the choices offered for your device, and select your plan by using the **Select Plan** dropdown menu.
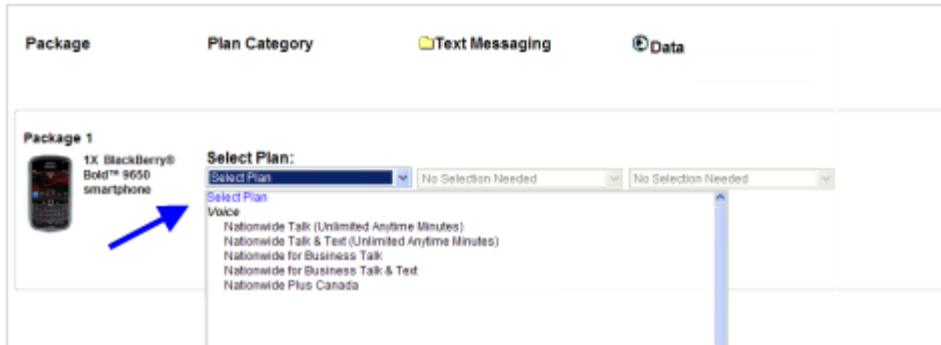
7. On the Select a Plan page you can make your plan choices.

   a. Select your desired Monthly Anytime Allowance.

   b. Then, click the **Select a Plan & Continue** button.

8. On the Select Features page, you can further customize your plan by selecting additional features. Once you've made your selections, click **Continue**.

Select Features

Select features for each of your packages. Use *Apply to Package* to apply feature selections to all lines in the package. Once you have finished choosing your features for all packages choose the Continue button.

Package 1
1X BlackBerry® Bold™
9650 smartphone

[< Back] [Continue]

Included Features

The features on this page have either been pre-selected by your company or are part of your current plan selection. These features can not be modified.

(+) Included Free   Show Features

Equipment Protection (Enroll Within 30 Days)

You must select an Equipment Protection (Enroll Within 30 Days) option

○	Decline Insurance	Your Price: $0.00
○	Total Equipment Coverage	Your Price: $6.99
○	Wireless Phone Protection	Your Price: $5.18
○	Extended Warranty	Your Price: $1.99

Global Data

| ○ | Global Data (Pay Per Use) | Your Price: $0.00 |

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Voice Mail

| ☐ | Visual Voice Mail | Your Price: $2.99 |
| ☐ | Premium Voice Mail | Your Price: $1.99 |

9. On the Select Accessories page, if you wish to add accessories, enter the desired quantity into the **Qty** field. Click **Continue** to review your order.

10. On the View Your Company Package page, review your selections and make any necessary revisions. Enter a name for the new package in the Package Name field. (Package names must be unique and may contain letters, numbers, spaces, hyphens and periods, with a maximum length of 20 characters.) Then, click the **Save Package** button.

Your new package will now appear on the Company Packages page.

How to Assign Access

From the Company Packages page (see the screenshot below), you can control user access for each company package.

- Add A Line: Select to add the company package as an option when users are adding a line to their service, whether purchasing a new device or activating service with an existing device.

- Upgrade: Select to add the company package as an option when users are upgrading their service.

- Company User: Select to make the company package available to users who have a user name and password to access the online portal.

- Shop Only Path: Select to make the company package available through your company's authenticated landing page.

How to Make Company Packages the Default

You can choose to make company packages the default shopping path for your company users. This means the company users will be able to purchase only using the default packages. Standard shopping and personal packages will be disabled.
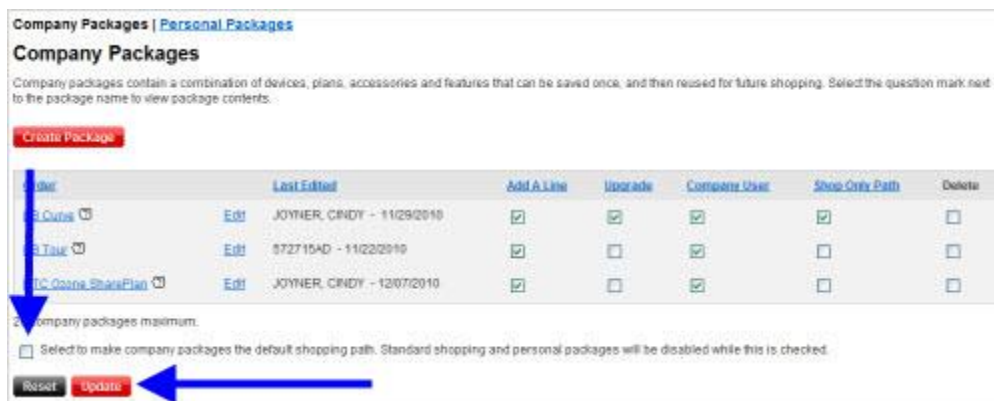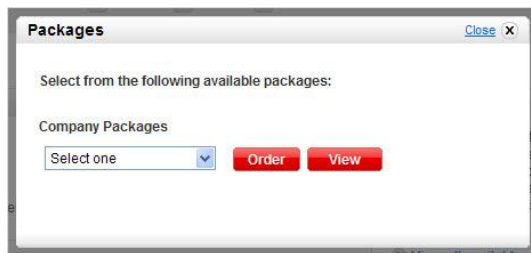
1. Hover your mouse over the **Orders** tab and click on **Packages**.

2. Check the box next to "Select to make company packages the default shopping path. ..." Then, click the **Update** button.

Note: Standard shopping and personal packages will be disabled, leaving only company packages available as a purchase option.

How to Create a Personal Package

You can create up to 7 personal packages by either creating your own combination of a device, a calling plan, features and accessories or selecting from existing company packages. Personal packages are available only to the user who created them. Some companies may choose to disable personal packages. If you wish to create a personal package but are unable to, contact your company's Wireless Program Manager.

Note: With company packages, the Primary Contact will be notified nightly via email when the packages cannot be used due to market issues, content customizations, and device or accessory availability. Personal packages do not include this notification.

Create Your Own

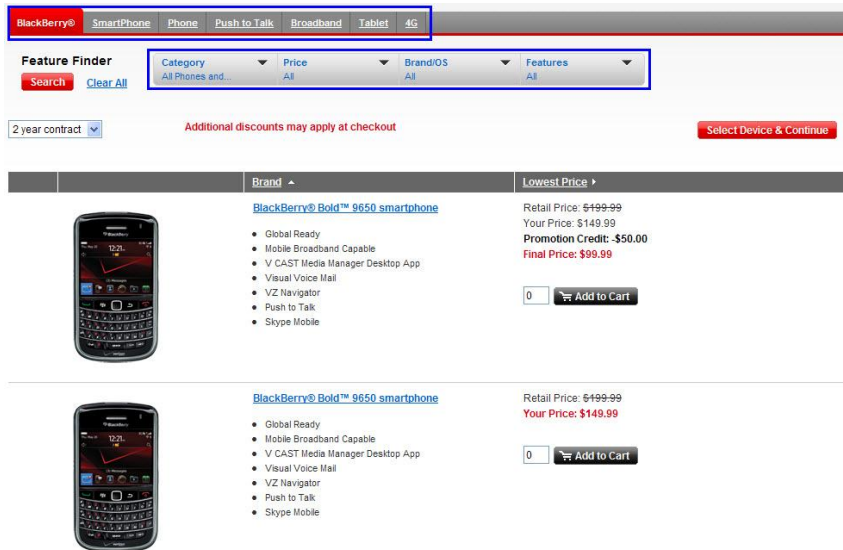1. Hover your mouse over the **Orders** tab and select **Add a Line** or **Upgrade Device**.

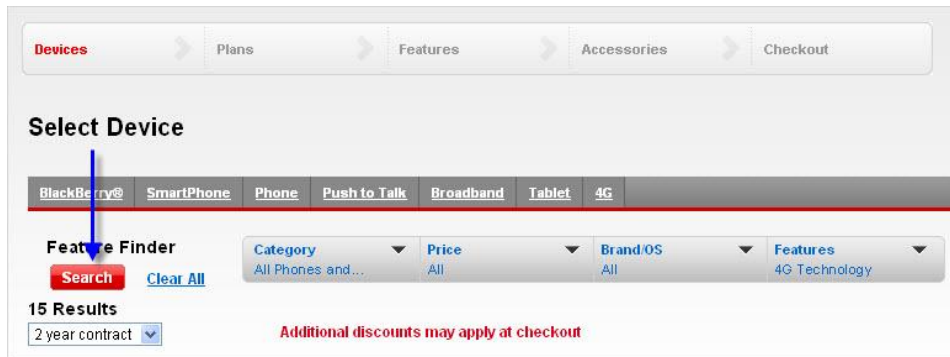2. Enter your work ZIP code, select **Purchase a new device**, and click the **Continue** button.

3. On the Select Device page, choose the device you would like to include in the package.

a. Use the Feature Finder to sort by category, price, brand / OS, and features by selecting criteria from the dropdown(s).
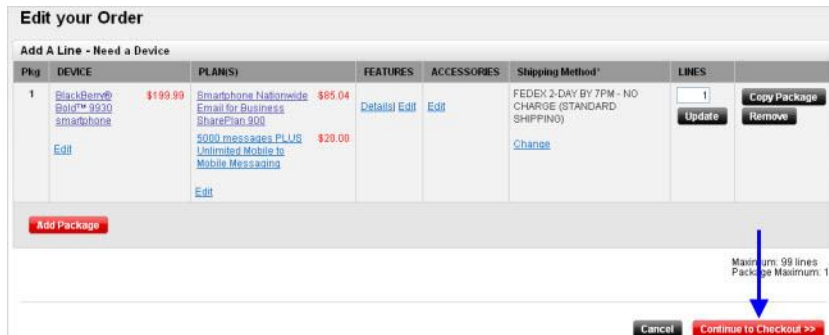

b. Click **Search** to view the results.

c. Once you've made your selection, enter your desired quantity and click the **Add to Cart** button.

4. Follow prompts to select your package's plan, features and accessories.
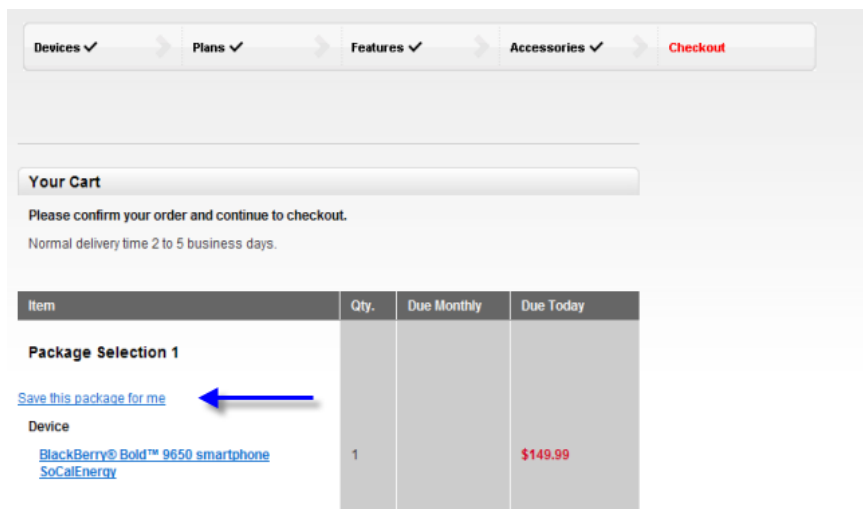
5. On the Edit your Order page, review your selections and make any necessary revisions. Then click **Continue to Checkout**.


6. On the Checkout screen, click **Save this package for me** to save as a personal package.

   Note: If the link is not appearing for you, then you may have already reached the seven personal packages limit.

7. Enter a name for the new package in the Package Name field. (Package names must be unique and may contain letters, numbers, spaces, hyphens and periods, with a maximum length of 20 characters.) Then, click the **Save Package** button.
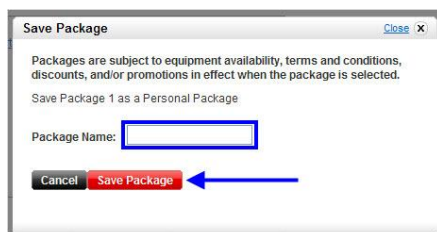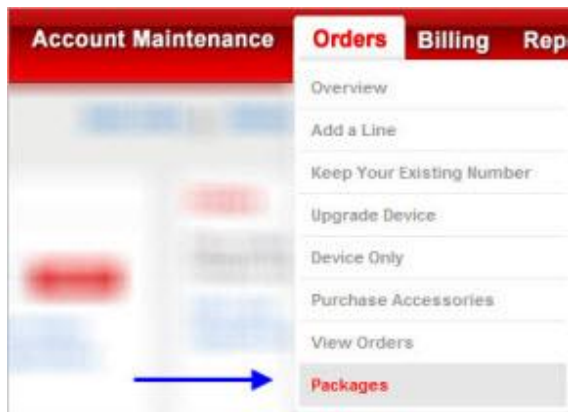
Your new personal package will now appear on the Personal Packages page.
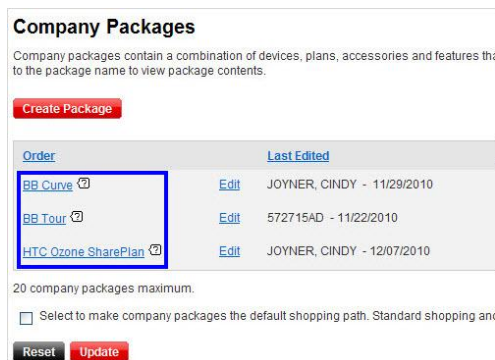

Create From an Existing Company Package

1. To designate an existing company package as one of your personal packages, hover your mouse over the **Orders** tab and click on **Packages**.

2. On the Company Packages page, click on the link associated with the package that you would like to designate as a personal package.

3. Select a Transaction Type, enter your work ZIP code, then click the **Continue** button.

4. Review your selection. Then click on the **Save this package for me** link.

Note: If the link is not appearing for you, then you may have already reached the seven personal packages limit.
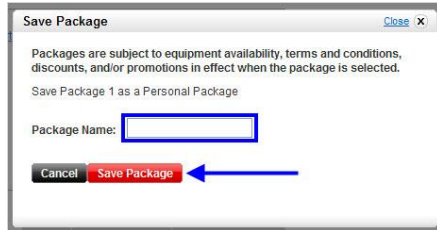
5. Enter a name for the new package in the Package Name field. (Package names must be unique and may contain letters, numbers, spaces, hyphens and periods, with a maximum length of 20 characters.). Then, click the **Save Package** button.
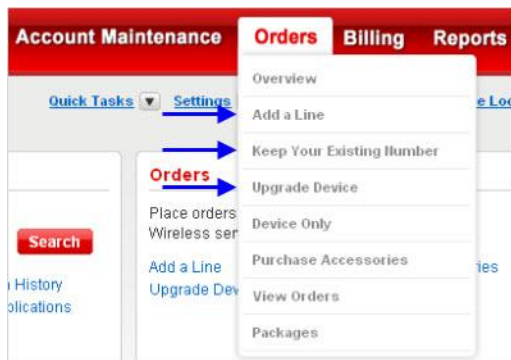

Your new personal package will now appear on the Personal Packages page.

How to Order Using a Package

1. Hover your mouse over the **Orders** and select **Add a Line**, **Keep Your Existing Number** or **Upgrade Device**.

2. Enter your work ZIP code, select **Purchase a new device**, and click the **Continue** button.

3. On the Select Device page, click on the **Packages** tab.

4. To order using a package, click **Select Package**.

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5. Review your order, and click **Continue to Checkout** to complete your transaction.