



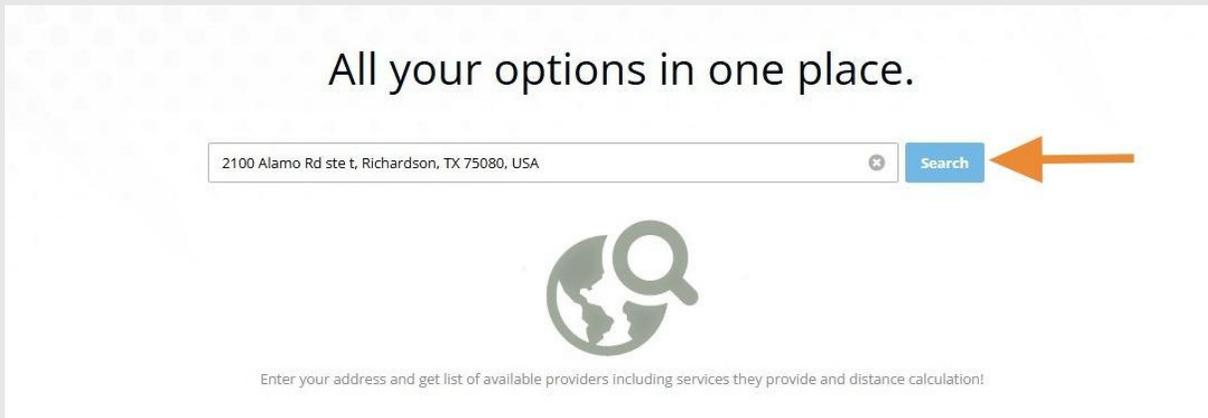
# User Guide

## ACC/ATT Fiber: Contract Upload

# User Guide for ACC/ATT Fiber: Contract Upload

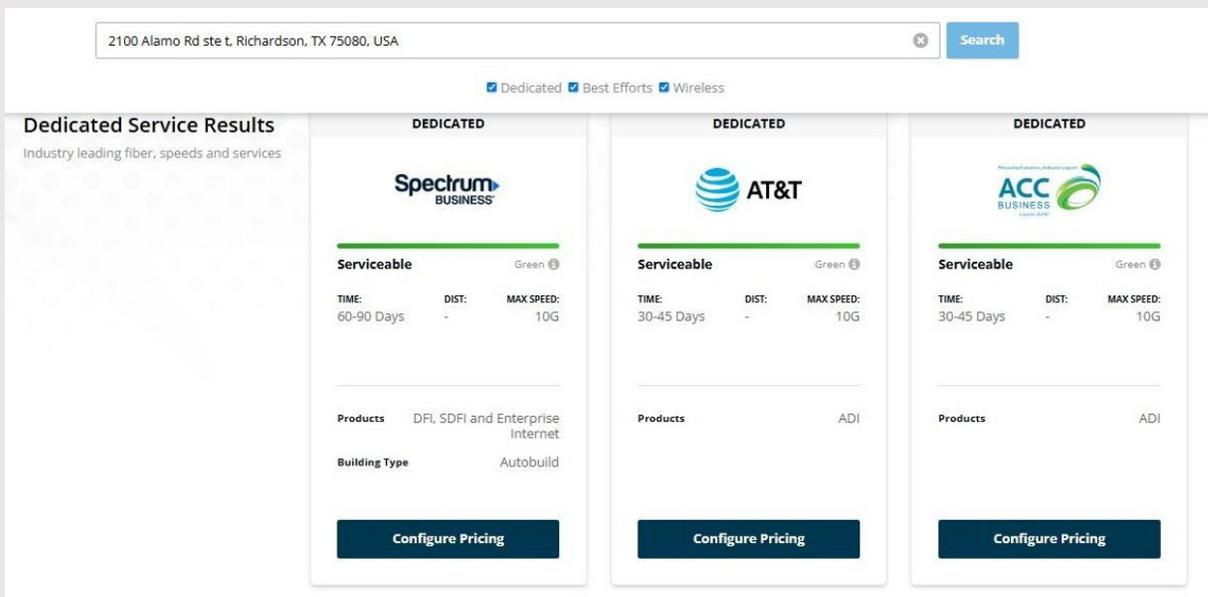
1

Click the address bar to type in a business name or address and click “Search”



2

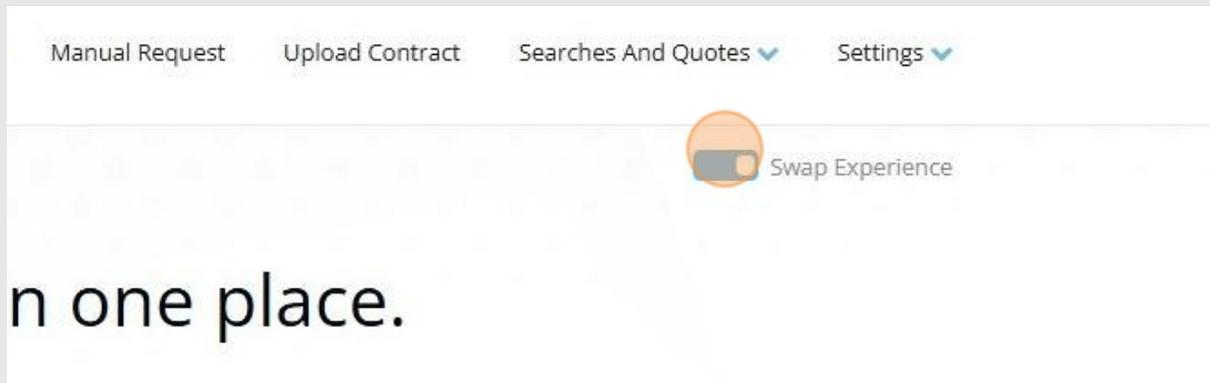
After clicking “Search”, the results page will generate who the provider is, a serviceability description, the anticipated timeframe to install, the max speed and the products available. Options will display as shown below.



# User Guide for ACC/ATT Fiber: Contract Upload

3

Toggle “Swap Experience” in the top right corner to change the view of your results.



4

When “Swap Experience” is toggled off, the results will be given as seen below. If green, the user can then click “Configure Pricing” to go to the pricing catalog. If red, “Request Pricing” will be displayed to engage with the TSD back-office team to find additional solutions.

AT&T FIBER		CONFIGURE PRICING		
	Serviceability Description: Serviceable - Ready to install with little or no construction required	Anticipated Timeframe to Install AT&T: 30-45 Days	Max Speed: 10G	Products: ADI

AT&T BROADBAND		CONFIGURE PRICING		
	Serviceability Description: Serviceable - Ready to install with little or no construction required	Anticipated Timeframe to Install AT&T: 10-15 Days	Max Speed: 5 Gig	Products: Internet

ACC FIBER		CONFIGURE PRICING		
	Serviceability Description: Serviceable - Ready to install with little or no construction required	Anticipated Timeframe to Install Acc: 30-45 Days	Max Speed: 10G	Products: ADI

ACC BROADBAND		CONFIGURE PRICING		
	Serviceability Description: Serviceable - Ready to install with little or no construction required	Anticipated Timeframe to Install Acc: 10-15 Days	Max Speed: 5 Gig	Products: Internet

# User Guide for ACC/ATT Fiber: Contract Upload

5

Begin to build your cart by toggling on “Fiber”.

The screenshot shows the 'PRICING CATALOG' interface for ACC BUSINESS. At the top, there is a 'Fiber Only' tab. Below it, the address '2100 Alamo Rd ste t, Richardson, TX 75080, USA' is displayed. The ACC BUSINESS logo is in the top right corner. A dark blue header labeled 'FIBER' contains a toggle switch that is currently turned on. Below this header, the 'Service Options' section includes the following fields:

Management Option*	Customer I	<input checked="" type="checkbox"/>
Device Class	Standard	<input type="checkbox"/>
Term*	24	<input checked="" type="checkbox"/>
Access Speed*	10M	<input checked="" type="checkbox"/>
Port Speed*	10M	<input checked="" type="checkbox"/>
Interface*	1000Base-S	<input checked="" type="checkbox"/>
Billing Option*	Flat Rate	<input checked="" type="checkbox"/>
AT&T Default Router	Yes	<input type="checkbox"/>

6

Click the drop down arrow for “Access Speed” to select speed of internet.

This screenshot is similar to the previous one, but the 'Access Speed\*' dropdown menu is highlighted with an orange circle, and its value has been changed from '10M' to '50M'. The 'FIBER' toggle switch is also highlighted with a blue circle. The other service options remain the same as in the previous screenshot.

Management Option*	Customer I	<input checked="" type="checkbox"/>
Device Class	Standard	<input type="checkbox"/>
Term*	24	<input checked="" type="checkbox"/>
Access Speed*	50M	<input checked="" type="checkbox"/>
Port Speed*	50M	<input checked="" type="checkbox"/>
Interface*	100Base-T	<input checked="" type="checkbox"/>

# User Guide for ACC/ATT Fiber: Contract Upload

7

Click the drop down arrow next to any add-ons to display drop down list of options for the selected add on. For example "Term" will drop down 36 months, 24 months, and 12 months.

FIBER		
Service Options		
Management Option*	Customer 1	<input checked="" type="checkbox"/>
Device Class	Standard	<input type="checkbox"/>
Term*	36	<input checked="" type="checkbox"/>
Access Speed*	50M	<input checked="" type="checkbox"/>
Port Speed*	50M	<input checked="" type="checkbox"/>
Interface*	100Base-T	<input checked="" type="checkbox"/>

8

A shopping cart appears on the right-hand side of the screen. Make any additional adjustments or add-on services, updating the shopping cart in real time. NRC is any "Non-Recurring Charges", MRC is "Monthly Recurring Charges".

FIBER	NRC	MRC
Port	\$0	\$65
Access Speed: 50M	\$0	\$384
Install	\$150	\$0
<b>TOTAL</b>	<b>NRC</b>	<b>MRC</b>
	\$150	\$449

[GENERATE QUOTE](#) [GENERATE CONTRACT](#)

# User Guide for ACC/ATT Fiber: Contract Upload

9

Click "Generate Contract" to begin creating your paperwork.

FIBER	NRC	MRC
Port	\$0	\$65
Access Speed: 50M	\$0	\$325
Install	\$150	\$0

TOTAL	NRC	MRC
	\$150	\$390

[GENERATE QUOTE](#) [GENERATE CONTRACT](#)

10

Type in the registered business name and quote name. You have a quotes and contracts library so please be specific when labeling for easier identification in your library. Click "OK"

Please Enter Quote Info

Once you create a quote you can proceed to the contract generation.

Business Name

Quote Name

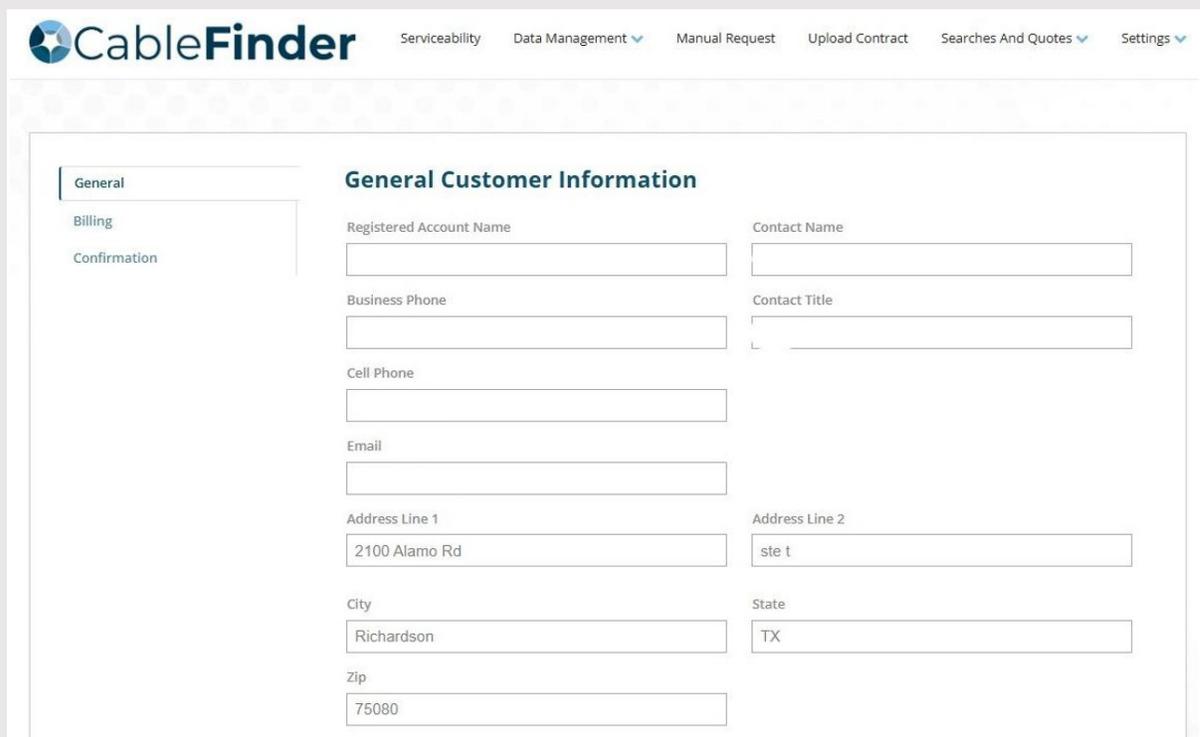
Send Quote via Email

[OK](#) [CANCEL](#)

# User Guide for ACC/ATT Fiber: Contract Upload

11

Enter the customer's information to reflect on contract.



The screenshot shows the CableFinder web application interface. At the top, there is a navigation bar with the CableFinder logo and several menu items: Serviceability, Data Management, Manual Request, Upload Contract, Searches And Quotes, and Settings. Below the navigation bar is a sidebar with three tabs: General (selected), Billing, and Confirmation. The main content area is titled 'General Customer Information' and contains a form with the following fields:

Registered Account Name	Contact Name
Business Phone	Contact Title
Cell Phone	
Email	
Address Line 1 2100 Alamo Rd	Address Line 2 ste t
City Richardson	State TX
Zip 75080	

12

Ensure the address is correct, including the suite or unit number.



This close-up view highlights the address-related fields from the form shown in step 11. The fields are:

Address Line 1 2100 Alamo Rd	Address Line 2 ste t
City Richardson	State TX
Zip 75080	

# User Guide for ACC/ATT Fiber: Contract Upload

13

On the same customer information page, scroll down to complete local on-site, alternate locale on-site, and technical point of contact. Use the “Same as customer info?” radio button to carry down the same customer information if applicable.

**Local On-Site Contact**

Same as customer info?

LCON Name (LCON)

LCON Email

LCON Business Phone

LCON Cell Phone

14

Scroll down to complete installation location and technical information. Under technical information, “Handoff Interface” will be automatically filled based off the connection you selected on the pricing page. Click the box under “Carrier Hotel/Data Center” to display drop down and select “yes” or “no”.

Room

Street Address

City

State

Zip

Active Phone at DEMARC

**Technical Information**

Handoff Interface

Carrier Hotel/Data Center?

# User Guide for ACC/ATT Fiber: Contract Upload

15

Click “Save” to move onto billing.

Active Phone at DEMARC

Carrier Hotel/Data Center?

CANCEL SAVE

16

Use the “Same as location” radio button to copy customer information into billing fields.

General

Billing

Confirmation

### Billing Customer Information

Same as location?

Bill Account Name

Bill Contact Name

Bill Phone

Bill Cell Phone

Bill Email

Billing Option

Billing Address Line 1

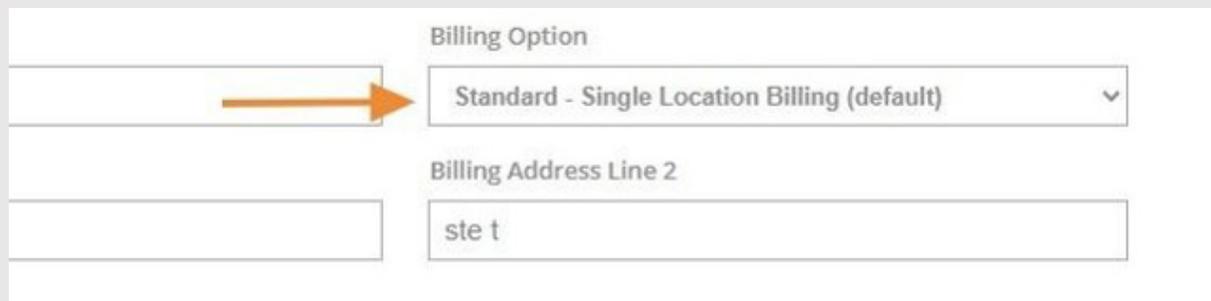
Billing Address Line 2

I confirm that there is no Unit or Suite number for this location.

# User Guide for ACC/ATT Fiber: Contract Upload

17

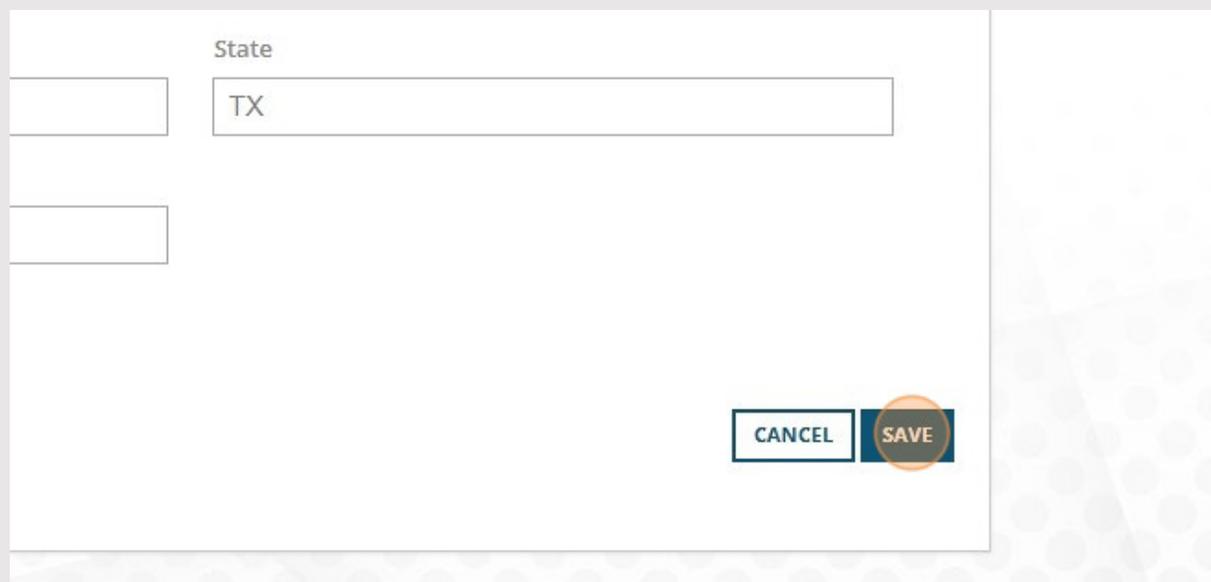
“Billing Option” by default will be set to “Standard - Single Location Billing”



The screenshot shows a form with two main sections. The first section is labeled "Billing Option" and contains a dropdown menu with the text "Standard - Single Location Billing (default)" and a downward arrow. An orange arrow points to this dropdown menu. The second section is labeled "Billing Address Line 2" and contains a text input field with the text "ste t".

18

Click “Save” to move onto sending your DocuSign.



The screenshot shows a form with a "State" dropdown menu set to "TX". Below the dropdown menu are two empty text input fields. At the bottom right of the form, there are two buttons: "CANCEL" and "SAVE". The "SAVE" button is highlighted with a blue border and a blue circle around it.

# User Guide for ACC/ATT Fiber: Contract Upload

19

Click "SEND WITH DOCUSIGN"

## Confirmation

Dear Jazmine,

Thank you for using CableFinder.net. Before generating the contract, please make sure that you populate all the required fields with valid information. You can edit this information by going back to one of the previous tabs. Once you are sure that everything is correct please click on the Generate Contract Button.

PREVIOUS

SEND WITH DOCUSIGN

GENERATE FIBER CONTRACT

20

Click the boxes to enter the signers name, title, and the email you would like to send the paperwork to via our DocuSign integration. Once the signee contact information is complete, click "OK" to send the DocuSign.

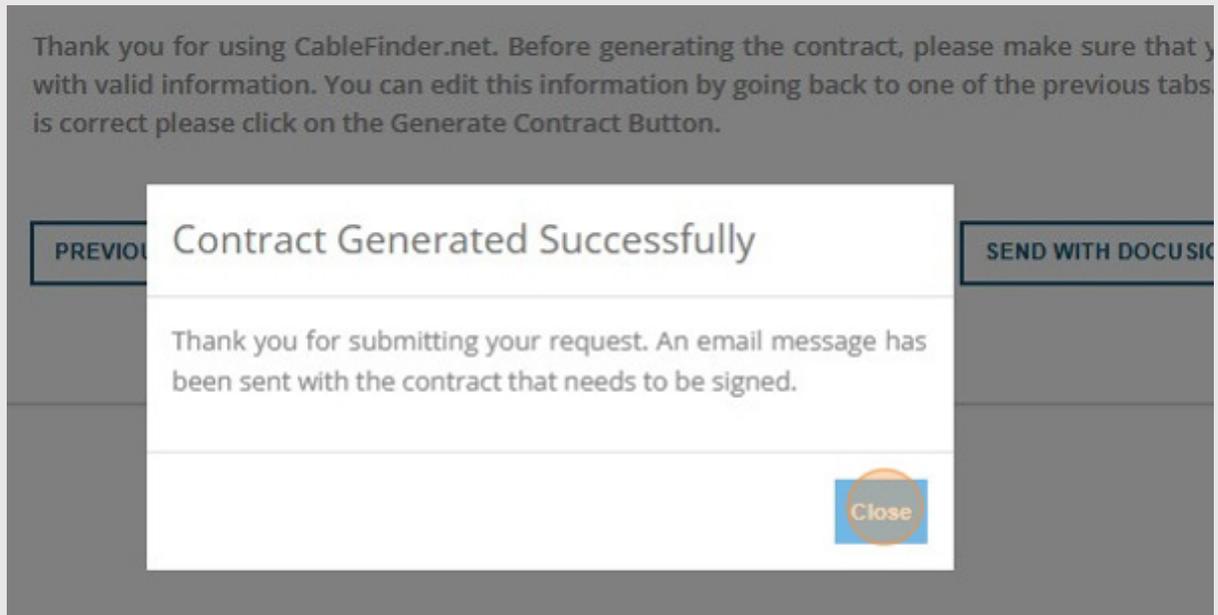
A screenshot of a web application dialog box titled "Signee Contact Information". The dialog box has a white background and a grey border. It contains the following text and fields:

- Text: "Please enter the full name and email address of the person that will sign the contract."
- Text: "Signee Name" followed by a text input field.
- Text: "Title" followed by a text input field.
- Text: "Signee E-mail Address" followed by a text input field.
- Text: "Would you like to send a copy?" followed by an unchecked checkbox.
- Buttons: "OK" and "Close" at the bottom right. The "OK" button is highlighted with an orange circle.

# User Guide for ACC/ATT Fiber: Contract Upload

21

After sending your DocuSign, this confirmation will pop up on your screen.



# User Guide for ACC/ATT Fiber: Contract Upload

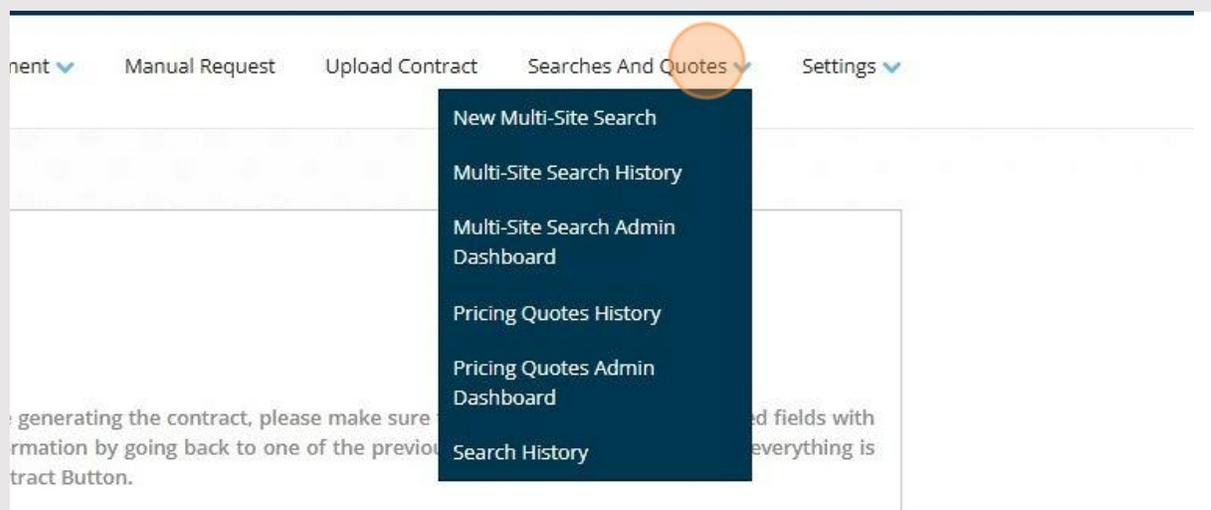
## Uploading ACC/ATT Fiber Contract to CableFinder

22

For contract upload, once you have the signed contract, head back into CableFinder to upload the document. This will store the contract in CableFinder and send the document to the TSD for processing

23

Click “Searches and Quotes” in the top right corner of the screen to display drop down.



# User Guide for ACC/ATT Fiber: Contract Upload

24

Click "Pricing Quotes History"

The screenshot shows the CableFinder interface. At the top, there is a navigation bar with the CableFinder logo and several menu items: Serviceability, Data Management (with a dropdown arrow), Manual Request, Upload Contract, Searches And Quotes (with a dropdown arrow), and Settings (with a dropdown arrow). Below the navigation bar, there is a confirmation message. The message starts with "Confirmation" and "Dear Jazmine," followed by a thank you note and instructions. At the bottom of the message, there are two buttons: "PREVIOUS" and "REQUEST CONTRACT". A dark blue dropdown menu is open over the "Searches And Quotes" menu item, listing several options: "New Multi-Site Search", "Multi-Site Search History", "Multi-Site Search Admin Dashboard", "Pricing Quotes History" (which is highlighted with a brown circle), "Pricing Quotes Admin Dashboard", and "Search History".

25

In the "Quote ID" field enter your 6 digit quote ID

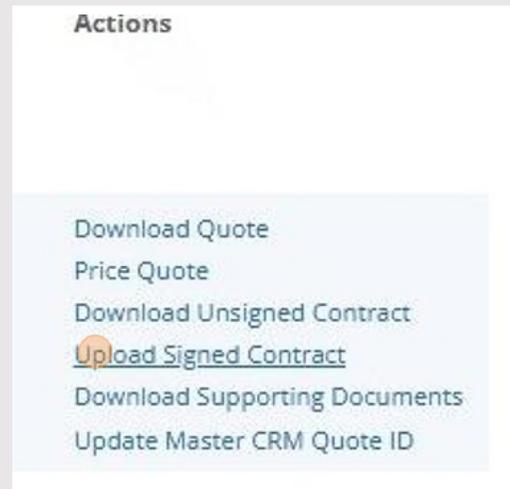
The screenshot shows the CableFinder interface. At the top, there is a navigation bar with the CableFinder logo and several menu items: Serviceability, Data Management (with a dropdown arrow), and Manual. Below the navigation bar, there is a table with the following columns: Quote ID, Customer Name, Quote Name, Provider, Selected Services, Sent To, Master CRM Quote ID, and Accepted. The table has one row of data. The "Quote ID" field in the first row is highlighted with a brown circle. Below the table, there is a button labeled "EXPORT TO CSV FILE".

Quote ID	Customer Name	Quote Name	Provider	Selected Services	Sent To	Master CRM Quote ID	Accepted
663518	test	test	Altice	Fiber	N/A		TRUE

# User Guide for ACC/ATT Fiber: Contract Upload

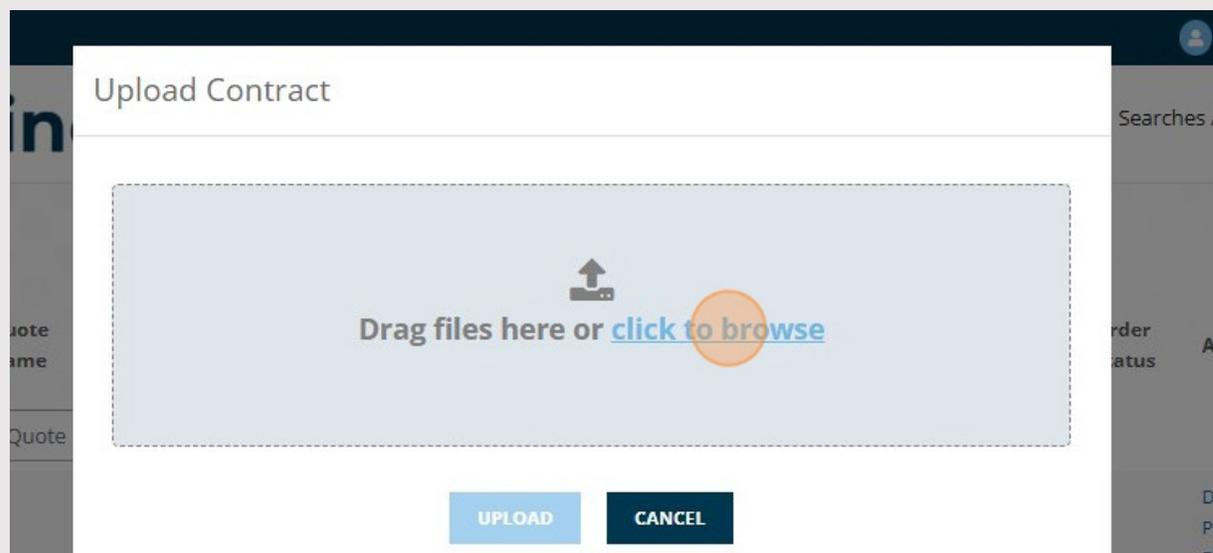
26

Click "Upload Signed Contract" under "Actions" on the right hand side of your screen.



27

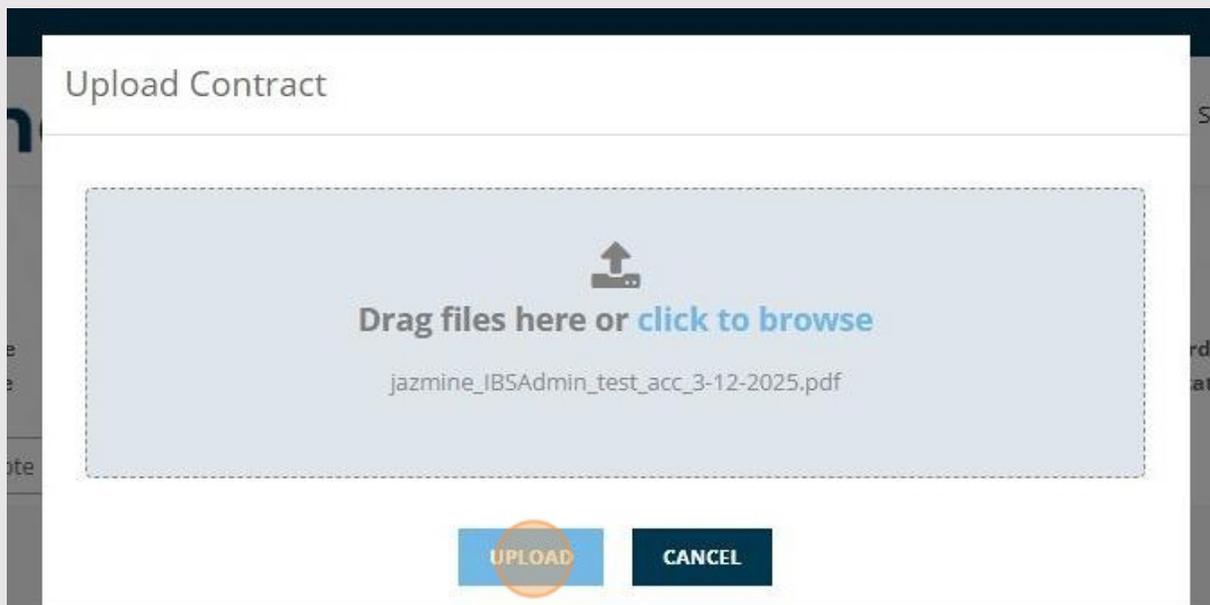
Here you can either drag and drop your PDF file, or "click to browse" to choose from your computer files.



# User Guide for ACC/ATT Fiber: Contract Upload

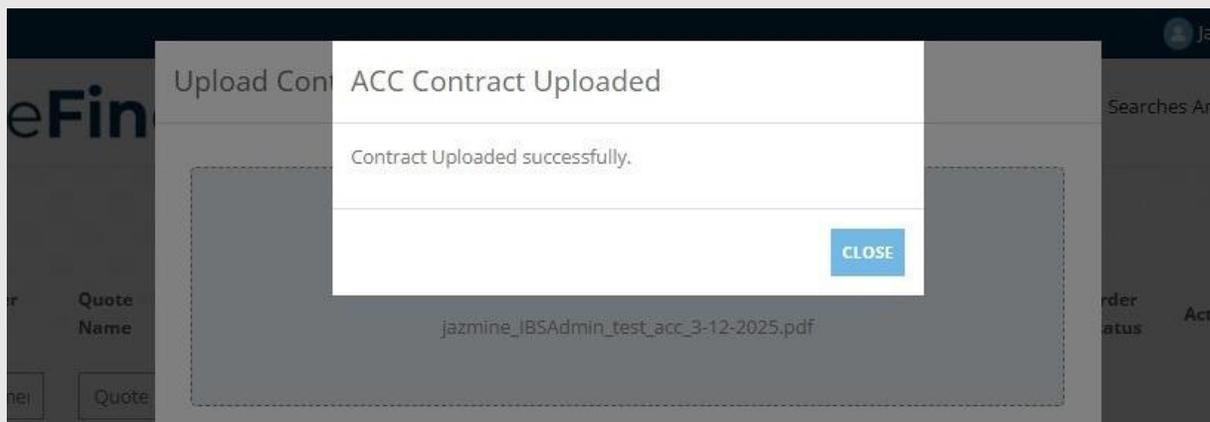
28

The file name will display on the screen once it has attached. Click "Upload"



29

An upload confirmation will appear on the screen.



# User Guide for ACC/ATT Fiber: Contract Upload

30

Email Confirmation from CableFinder “Contract Uploaded for Quote ID #####”.

This will go to CableFinder user and the TSD.

Contract Uploaded for Quote ID: 663186



CableFinder <noreply@cablefinder.net>  
To: CableFinder  
Cc: Jazmine Pizarro



8d123bcc-5d96-4a87-88b4-caa16ccbd701-jazmine\_IBSAdmin\_test\_acc\_3-12-2025.pdf  
438 KB

A contract has been uploaded for the Quote: 663186.

Following are the details:

Username: jazmine

Email Address: [jazmine@cablefinder.net](mailto:jazmine@cablefinder.net)

Phone Number: NA

Distributor: IBSAdmin

Customer Name: test

Address: 2100 Alamo Rd ste t, Richardson, TX 75080, USA

Service Provider: acc

Service Type: Fiber

MRC: 390

NRC: 150

Kindly view the attachment for the uploaded contract.