








ACC AIA

User Guide



Serviceability	Pricing	Quote Generation	Contract Generation	Order Placement
				
API Driven Serviceability	API Driven Pricing	PDF Creation	Pricing Schedule and MSA	Order sent via API to ACC

 =API Driven Data  = No API/Manual




1

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

All your options in one place.

✕ Search



Enter your address and get list of available providers including services they provide and distance calculation!


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.

Best Efforts Results

Standard asymmetrical, shared, speeds and services

BEST EFFORTS




Serviceable Green ⓘ

TIME:	DIST:	MAX SPEED:
10-15 Days	-	1G

Products Internet, Phone, TV

[Configure Pricing](#)

BEST EFFORTS




Serviceable Green ⓘ

TIME:	DIST:	MAX SPEED:
10-15 Days	-	5 Gig

Products Internet

[Configure Pricing](#)

BEST EFFORTS



Serviceable Green ⓘ

TIME:	DIST:	MAX SPEED:
10-15 Days	-	5 Gig

Products Internet

[Configure Pricing](#)

3

Manual Request

Upload Contract

Searches And Quotes ▼

Settings ▼









Swap Experience

n one place.

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.

DEDICATED SERVICE RESULTS						BEST EFFORTS RESULTS				
SPECTRUM FIBER					CONFIGURE PRICING	SPECTRUM COAX				
	Serviceability Description: Serviceable - Ready to install with little or no construction required	Anticipated Timeframe to Install Spectrum: 60-90 Days	Max Speed: 10G	Products: DFI, SDFI and Enterprise Internet	Building Type: On-Net		Serviceability Description: Serviceable - Ready to install with little or no construction required	Anticipated Timeframe to Install Spectrum: 10-15 Days	Max Speed: 1G	Products: Internet, Phone, TV
AT&T FIBER					CONFIGURE PRICING	AT&T BROADBAND				
	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			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	ACC BROADBAND				
	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			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

5

Partner Sales ID

AAMasterID

INTERNET



Main Services

Additional Services

AT&T Internet
Equipment *

AT&T Internet Gate



Static IP *



No Static IP Address



Internet Type *

No, I do not agree t



Existing ACC
Business AIA
Contract *

Yes



Internet Type *

A Discount has bee



Toggle on “Internet” to begin quoting.

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INTERNET ☒


Main Services

Additional Services

AT&T Internet Equipment *

AT&T Internet Gate

☒

Static IP * 

No Static IP Address

☒

Internet Type *

No, I do not agree to

☒

Existing ACC Business AIA Contract *

Yes

☒

Internet Type *

A Discount has been

☒

Next, click the drop-down arrow next to “Main Services” to select an internet speed.

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”.

INTERNET	NRC	MRC
Internet 1000S (Amazing speed, wireless networking, Wi-Fi Hot Spots, and robust security features.)	\$0.00	\$160.00
AT&T Internet Equipment (Equipment)	\$0.00	\$0.00
Static IP (Order)	\$0.00	\$0.00
Internet Type (Order)	\$0.00	\$0.00
Existing ACC Business AIA Contract (Order)	\$0.00	\$0.00
Internet Type (Order)	\$99.00	\$0.00
Subtotal:	\$99.00	\$160.00

	NRC	MRC
Total:	\$99.00	\$160.00

[GENERATE QUOTE](#)[PLACE ORDER](#)

8

INTERNET	NRC	MRC
Internet 1000S (Amazing speed, wireless networking, Wi-Fi Hot Spots, and robust security features.)	\$0.00	\$160.00
AT&T Internet Equipment (Equipment)	\$0.00	\$0.00
Static IP (Order)	\$0.00	\$0.00
Internet Type (Order)	\$0.00	\$0.00
Existing ACC Business AIA Contract (Order)	\$0.00	\$0.00
Internet Type (Order)	\$99.00	\$0.00
Subtotal:	\$99.00	\$160.00
	NRC	MRC
Total:	\$99.00	\$160.00

[GENERATE QUOTE](#)[PLACE ORDER](#)

Click “Place Order”

Please Enter Quote Info

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

Registered Business Name



Quote Name



☐ Send Quote via Email

OK

CANCEL

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”

10

Type in the Registered Account Name, then click the dropdown arrow under business type to select from: corporation, Corporation Limited Liability (LCC), Partnership, or Sole Proprietorship

General

Addresses

Account

Confirmation

General Customer Information

Registered Account Name

Business Type

NEXT

General Customer Information

Registered Account Name

Business Type

Federal Tax ID Number (EIN)

State Of Incorporation

Date Of Incorporation (MM/DD/YYYY)

Officers Responsible for Bill

Primary Contact - Officer 1/ Partner 1

First Name

Last Name

Phone Number

Email Address

SecondaryContact - Officer 2/Partner2

☐ Same as Primary?

First Name

Last Name

Phone Number

Email Address

If you select Corporation, or Corporation Limited Liability (LLC) you will be asked for General Customer information, Date/State of Incorporation, and the Federal TAX ID Number (EIN)

General Customer Information

Registered Account Name

Business Type

Officers Responsible for Bill

Primary Contact - Officer 1/ Partner 1

First Name

Last Name

Phone Number

Email Address

Social Security Number

SecondaryContact - Officer 2/Partner2

☐ Same as Primary?

First Name

Last Name

Phone Number

Email Address

Social Security Number

If you select Partnership, or Sole Proprietorship you will be asked for general information and customer Social Security Number.

SecondaryContact - Officer 2/Partner2

☐ Same as Primary?

First Name

Last Name

Phone Number

Email Address

Social Security Number

Use the “Same as Primary?” radio buttons to carry down the general customer information, or type in manually if different.

Click “NEXT”

[NEXT](#)

Customer Address Information

Service Address Line 1

6310 Town Center Dr

Service Address Line 2

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

City

Madison

State

Wisconsin

Zip

53718

☐ Same as Service?

Billing Address Line 1

202 6TH ST

Billing Address Line 2

City

CASTLE ROCK

State

Colorado

Zip

80104

☐ Same as Service?

Shipping Address Line 1

Billing Address Line 2

City

State

Confirm the service, billing, and shipping address using the “Same as Service?” radio buttons, or type in the information manually if different.

If there is no suite or unit number, confirm by clicking the box next to “I confirm that there is not Unit or Suite number for this location.”

Service Address Line 2



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

Account Registration

Create a 4 digit PIN for your account

A valid AT&T PIN is a 4 digit number. It cannot be 1234, the same number repeated (e.g.2222) or the last four digits of the social security number.

Select one secret question

- ☐ What is your favorite restaurant?
- ☐ What is your favorite actor?
- ☐ Who is your favorite childhood hero?
- ☐ What is your favorite singer?

Answer to chosen secret question

Alternate contact number for Installation

PREVIOUS

NEXT

Complete Account Registration by creating a 4-digit PIN, select and answer one secret question.

It is required to put an alternate contact number for install.

Click “Sign with DocuSign” to send to signer in real time.
Click “Generate Contract” to only download a copy of the contract.

General

Addresses

Account

Confirmation

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. A Signed Contract is required to complete order you can send with DocuSign or download for signature with the buttons below. You will need to upload the signed documents to complete your order.

PREVIOUS

SIGN WITH DOCUSIGN

GENERATE CONTRACT

Signee Contact Information

Please enter the full name and email address of the person that will sign the contract.

Signee Name

Title

Signee E-mail Address

☐ Would you like to send a copy?

OK

Close

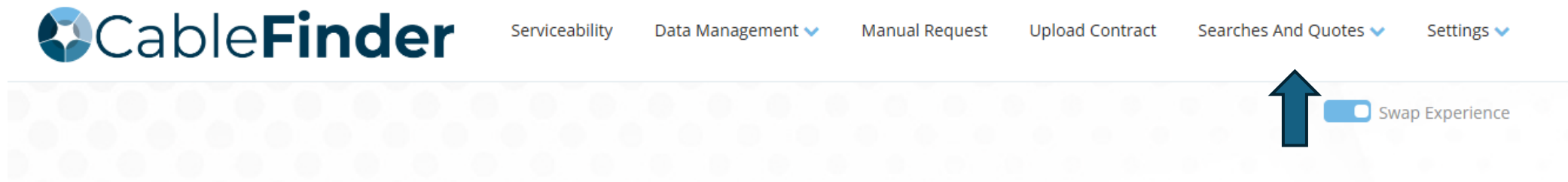
After clicking “Sign with DocuSign” you will be prompted to complete the signee name, title and e-mail in which the contract will send to for signature.

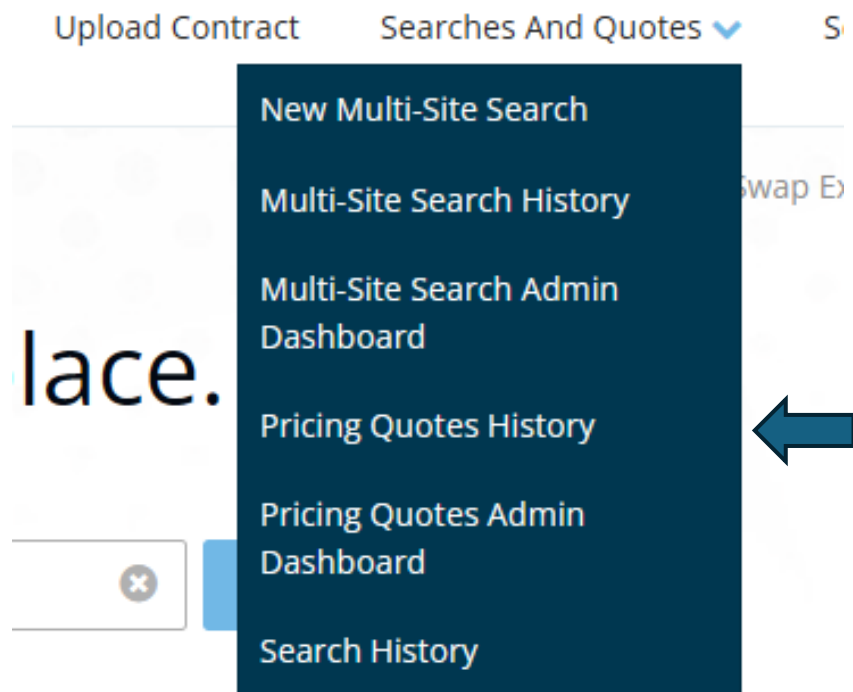
Click “OK”

Uploading ACC AIA Contract to CableFinder

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 will place your order via API into ACC B2B portal copying you and your TSD.

Click “Searches and Quotes” in the top right corner of CableFinder.

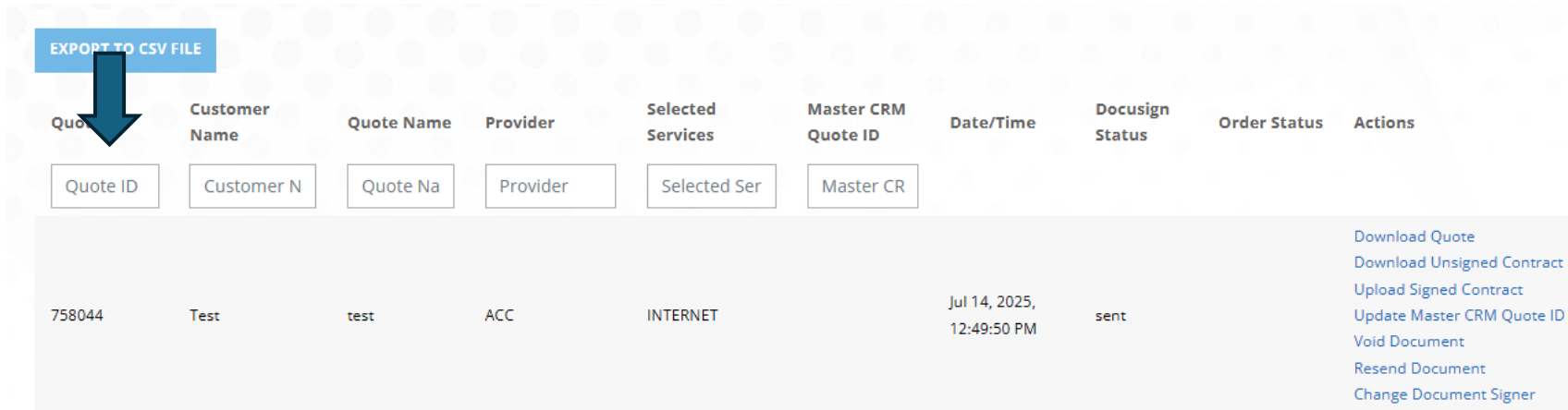




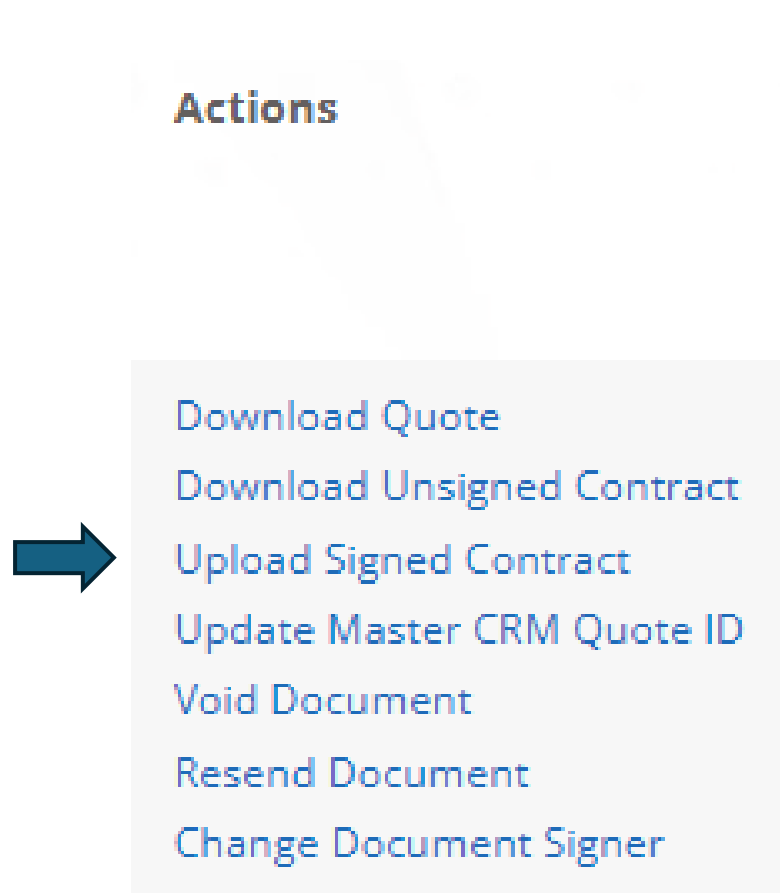
From the drop-down list, select “Pricing Quotes History”

In the “Quote ID” field enter your 6-digit quote ID. (This can be found watermarked at the bottom of any contract page generated out of CableFinder)

You can also search by customer name, quote name, provider, and services selected.



Quote ID	Customer Name	Quote Name	Provider	Selected Services	Master CRM Quote ID	Date/Time	DocuSign Status	Order Status	Actions
758044	Test	test	ACC	INTERNET		Jul 14, 2025, 12:49:50 PM	sent		Download Quote Download Unsigned Contract Upload Signed Contract Update Master CRM Quote ID Void Document Resend Document Change Document Signer



Under “Actions” , click “Upload Signed Contract”

Upload Contract



Drag files here or [click to browse](#)

UPLOAD

CANCEL

CLOSE

Next, you can drag and drop your contract, or “Click to browse” so select from your computer files.

The file name will appear in the grey box when the file has attached. Then, click “UPLOAD”

Upload Contract



Drag files here or [click to browse](#)

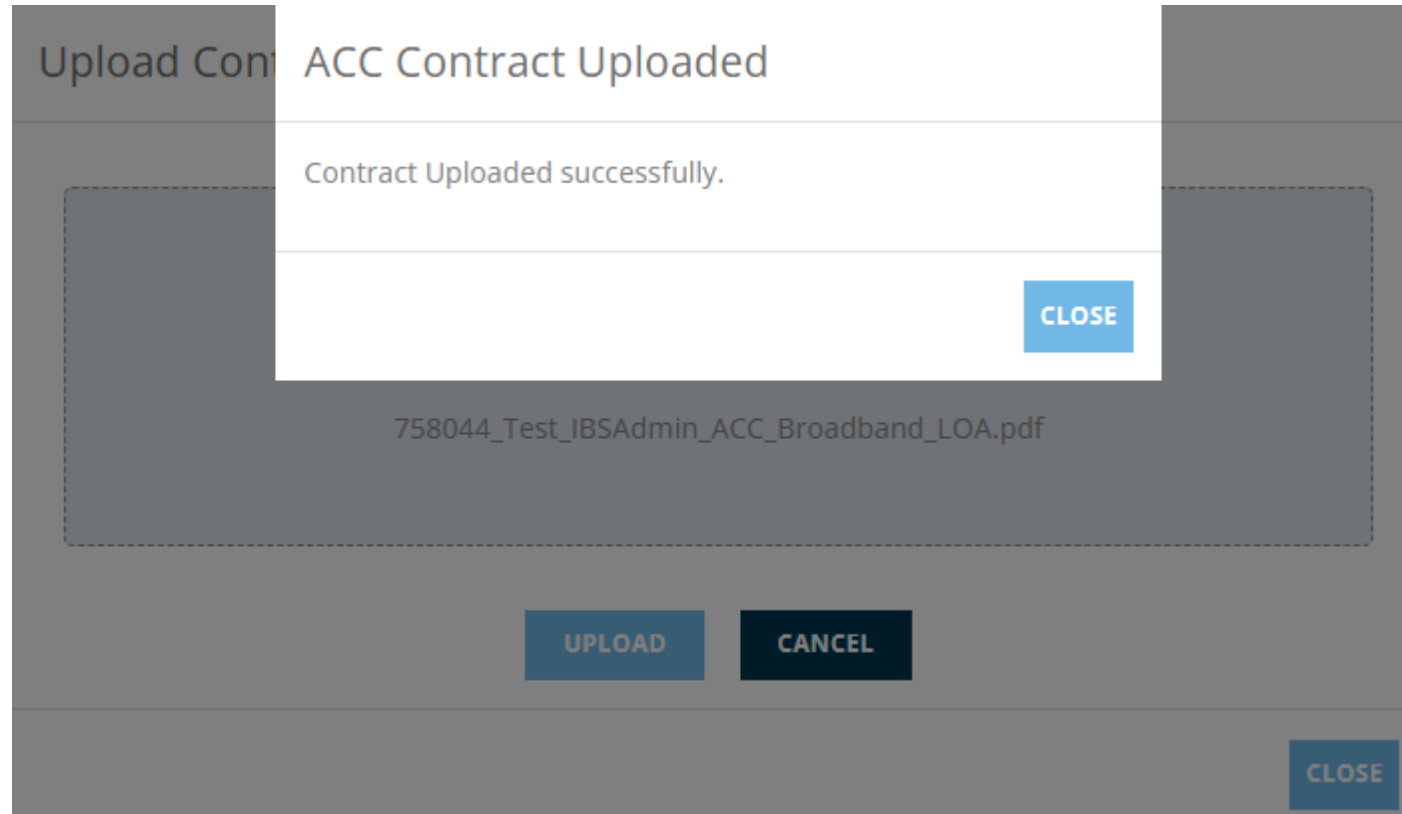
758044_Test_IBSAdmin_ACC_Broadband_LOA.pdf

UPLOAD

CANCEL

CLOSE

A notification will pop up confirming the contract has been uploaded. Click “CLOSE”



Now that your contract is uploaded to CableFinder, be sure to go back to your Pricing Quotes History page to complete the ordering process.

Under actions click "Submit ACC Order".

This will send your order to ACC B2B portal via API.

Quote ID	Customer Name	Quote Name	Provider	Selected Services	Master CRM Quote ID	Date/Time	DocuSign Status	Order Status	Actions
Quote ID	Customer N.	Quote Name	Provider	Selected Ser	Master CF				
88020	Test ACC	Test	ACC	INTERNET		Jul 15, 2025, 12:13:06 PM			Download Quote Download Unsigned Contract Download Signed Contract Upload Signed Contract Submit ACC Order Update Master CRM Quote ID



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

You'll also receive an email with your Affilate Order ID (ACC Confirmation Number) and all ordering details.

Any ACC order updates will come directly from ACC

Thank you,

CableFinder has saved your order.

Please upload the contract to CableFinder to complete your order and submit it to ACC. You can select install dates after uploading the document.

Affiliate Order ID: 114538927372262

Requested by:

Organization: IBSAdmin

First Name: Taylor

Last Name: Brown

E-mail: tbrown@cablefinder.net

Phone: 1234567980

Qualified Address: 5500 Camp Ground Rd

Total:

MRC: 114

NRC: 99

Orderings:

INTERNET

Internet 500S (1): 114.00

AT&T Internet Equipment (1): 0.00

Static IP (1): 0.00

Internet Type (1): 0.00

Existing ACC Business AIA Contract (1): 0.00

Internet Type (1): 99.00

Alternate Contact Number for Installation (1): 0.00