








# ACC Fiber

## User Guide



Serviceability	Pricing	Quote Generation	Contract Generation	Order Placement
				
API Driven Serviceability	Manual Pricing	PDF Creation	PDF Creation	Contract sent to TSD for order submission

 =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.

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


Search

☒ Dedicated ☒ Best Efforts ☒ Wireless

Dedicated Service Results

Industry leading fiber, speeds and services

DEDICATED



Serviceable

Green ⓘ

TIME: 60-90 Days

DIST: -

MAX SPEED: 10G

Products


DFI, SDFI and Enterprise Internet

Building Type

Autobuild

Configure Pricing

DEDICATED



Serviceable

Green ⓘ

TIME: 30-45 Days

DIST: -

MAX SPEED: 10G


Products

ADI

Building Type

Configure Pricing

DEDICATED



Serviceable

Green ⓘ

TIME: 30-45 Days

DIST: -

MAX SPEED: 10G

Products

ADI

Building Type

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.

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	
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	

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 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	

**PRICING CATALOG**

Fiber Only

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

Personalized solutions, dedicated support  
**ACC BUSINESS**  
a division of AT&T

**FIBER**

Service Options

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"/>

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

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




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







FIBER		<input checked="" type="checkbox"/>
Service Options		
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"/>




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 I ▾	
Device Class	Standard ▾	
Term*	36 ▾	
Access Speed*	50M ▾	
Port Speed*	50M ▾	
Interface*	100Base-T ▾	



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
TOTAL	NRC	MRC
	\$150	\$449

GENERATE QUOTE

GENERATE CONTRACT

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](#)

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

General

Billing

Confirmation

**General Customer Information**

Registered Account Name

Contact Name

Business Phone

Contact Title

Cell Phone

Email

Address Line 1

Address Line 2

City

State

Zip

Enter the customer's information to reflect on contract.

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

Address Line 1

2100 Alamo Rd

Address Line 2

ste t

City

Richardson

State

TX

Zip

75080

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

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
<input type="text" value="1"/>	<input type="text" value="2100 Alamo Rd"/>
City	State
<input type="text" value="Richardson"/>	<input type="text" value="TX"/>
Zip	Active Phone at DEMARC
<input type="text" value="75080"/>	<input type="text"/>

## Technical Information

Handoff Interface	Carrier Hotel/Data Center?
<input type="text" value="100 Base TX Electrical"/>	<input type="text" value="No"/>

[CANCEL](#)[SAVE](#)



Click “Save” to move onto billing.

Active Phone at DEMARC

Carrier Hotel/Data Center?

No 

CANCEL

SAVE

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

464 Williamson Rd

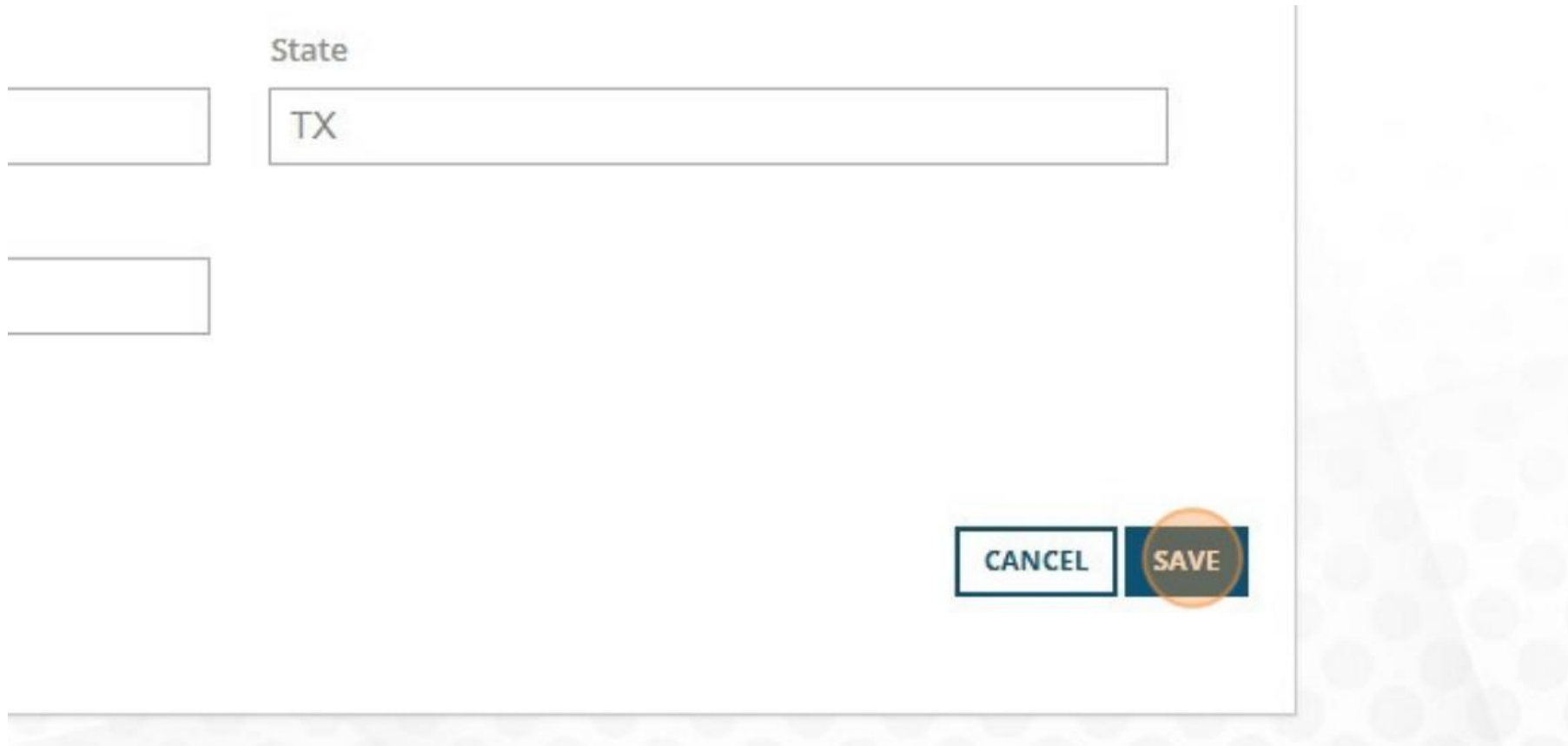
Billing Address Line 2

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

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

	<b>Billing Option</b>
	Standard - Single Location Billing (default) ▼
	<b>Billing Address Line 2</b>
	ste t

Click “Save” to move onto sending your DocuSign



A screenshot of a DocuSign form interface. The form is white with a thin grey border. It contains two input fields on the left side. The top field is labeled "State" in a light grey font and contains the text "TX". The bottom field is empty. At the bottom right of the form, there are two buttons: a "CANCEL" button with a dark blue border and white text, and a "SAVE" button with a dark blue background and white text. The "SAVE" button is highlighted with a yellow glow. The background of the slide features a pattern of light grey circles on the right side.

State

TX

CANCEL SAVE

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

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.



The screenshot shows a 'Signee Contact Information' dialog box. At the top, it says 'Please enter the full name and email address of the person that will sign the contract.' Below this are three input fields: 'Signee Name', 'Title', and 'Signee E-mail Address'. At the bottom, there is a checkbox labeled 'Would you like to send a copy?'. In the bottom right corner, there are two buttons: 'OK' (highlighted with an orange circle) and 'Close'.

Signee Contact Information

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

Signee Name

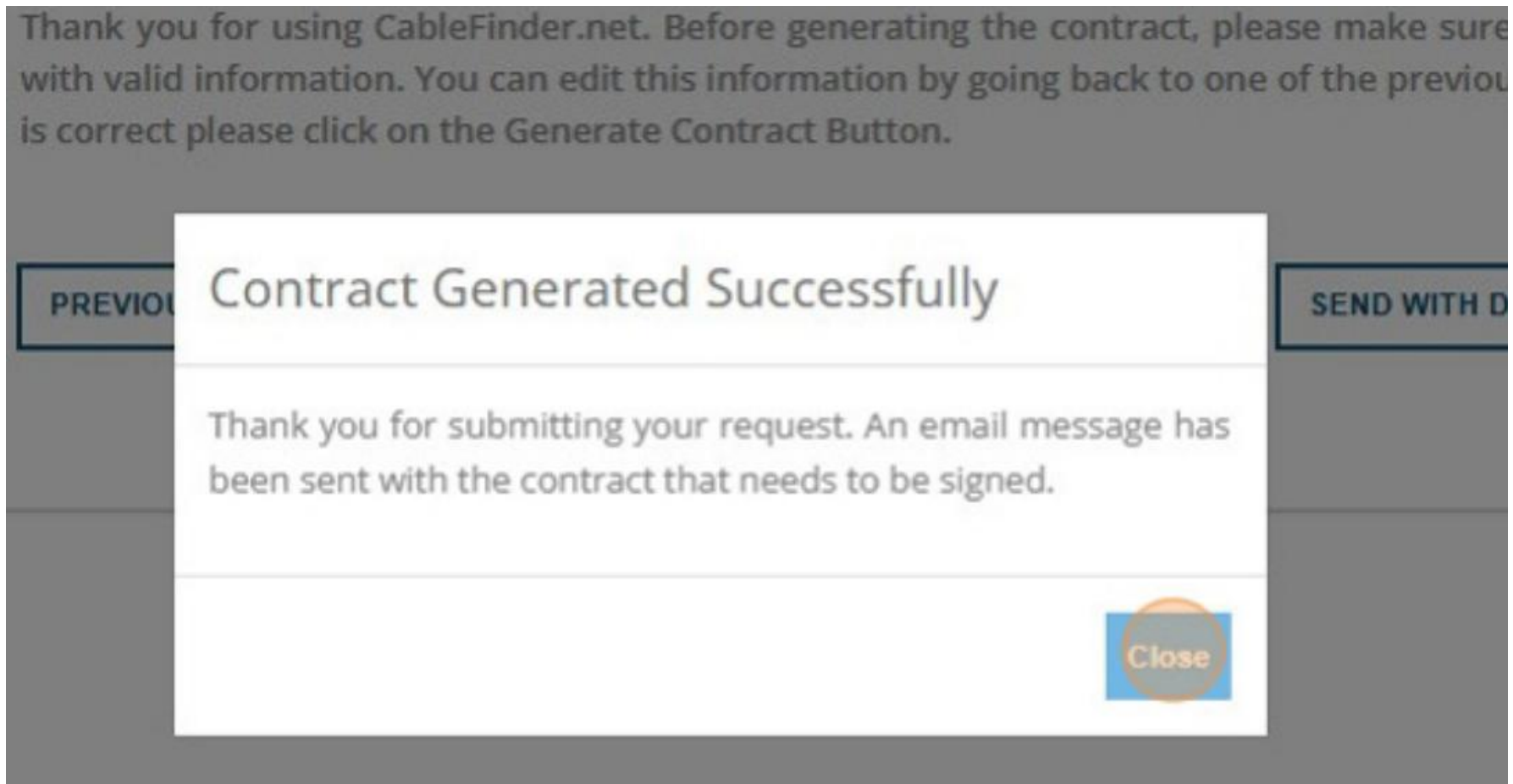
Title

Signee E-mail Address

☐ Would you like to send a copy?

OK Close

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

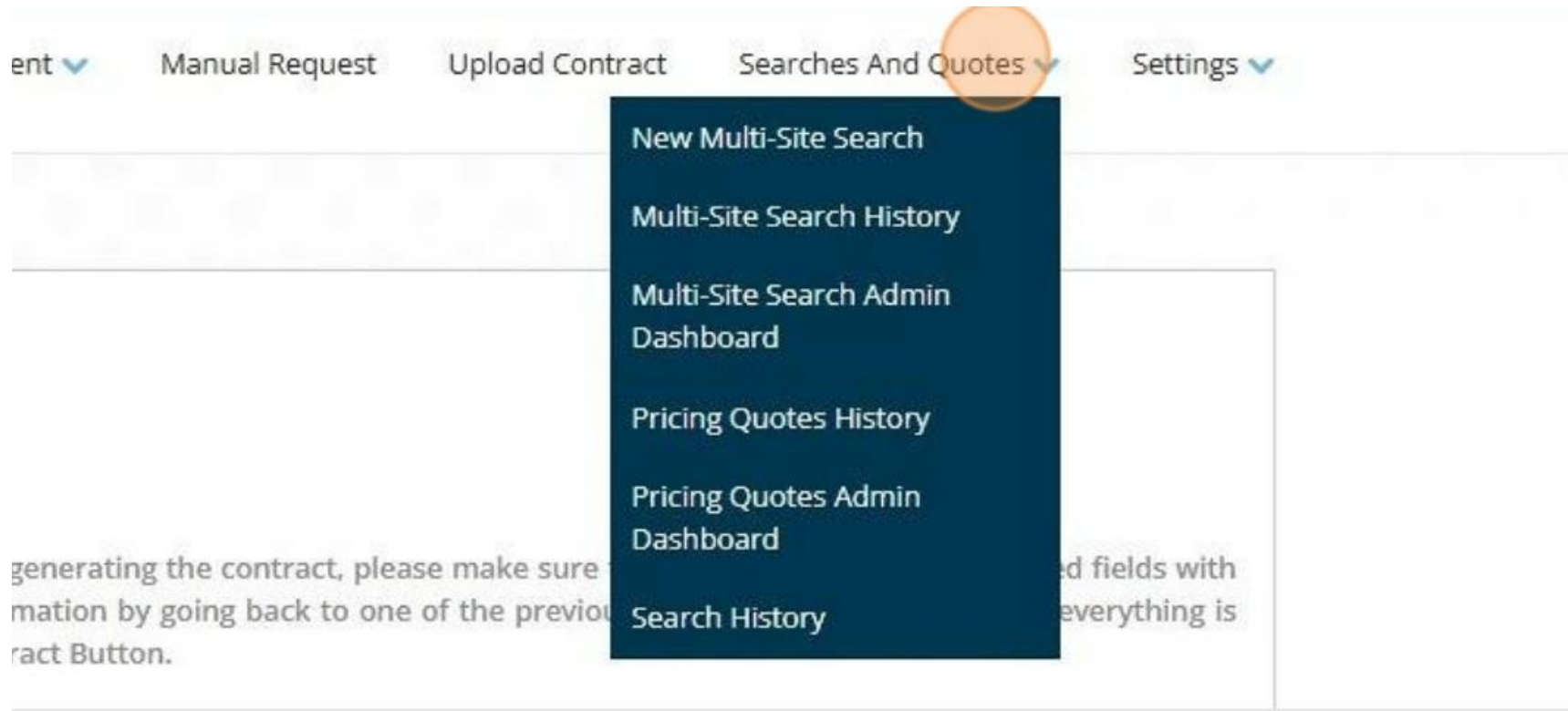


## Uploading ACC Fiber Contract to CableFinder

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 send the document to the TSD for processing.

This will also send your TSD the OTIS Import File. This file should have downloaded as a second attachment but you do not need to fill out this form. ACC needs the OTIS import file to process the order but will automatically send to your TSD once the contract is uploaded.





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

Click “Pricing Quotes History”

The screenshot displays the CableFinder web application 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). A dropdown menu is open under the 'Searches And Quotes' menu, listing the following options: New Multi-Site Search, Multi-Site Search History, Multi-Site Search Admin Dashboard, Pricing Quotes History (highlighted with a blue background and a circular callout), Pricing Quotes Admin Dashboard, and Search History. Below the navigation bar, the main content area shows a 'Confirmation' section. It begins with 'Dear Jazmine,' followed by a message: 'Thank you for using CableFinder. Before generating the contract, please make sure all fields are filled with valid information. You can edit this information by going back to one of the previous steps. If everything is correct please click on the Generate Contract Button.' At the bottom of the confirmation section, there are two buttons: 'PREVIOUS' on the left and 'REQUEST CONTRACT' on the right.

**der** Serviceability Data Management ▼ Manual Request Upload Contract Searches And Quotes ▼ Settings ▼


**Confirmation**

Dear Jazmine,

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

**PREVIOUS** **REQUEST CONTRACT**

In the “Quote ID” field enter your 6-digit quote ID.

ServiceabilityData Management▼Manual

EXPORT TO CSV FILE

Quote ID	Customer Name	Quote Name	Provider	Selected Services	Sent To	Master CRM Quote ID	Accepted
<input type="text" value="Quote ID"/>	<input type="text" value="Customer Name"/>	<input type="text" value="Quote Name"/>	<input type="text" value="Provider"/>	<input type="text" value="Select"/>	<input type="text" value="Sent To"/>	<input type="text" value="Master CRM Quote ID"/>	
663518	test	test	Altice	Fiber	N/A		TRUE

Click “Upload Signed Contract” under “Actions” on the right-hand side of your screen.

If you need to access the OTIS Import File, you can click "Download Supporting Documents".

## Actions

Download Quote

Price Quote

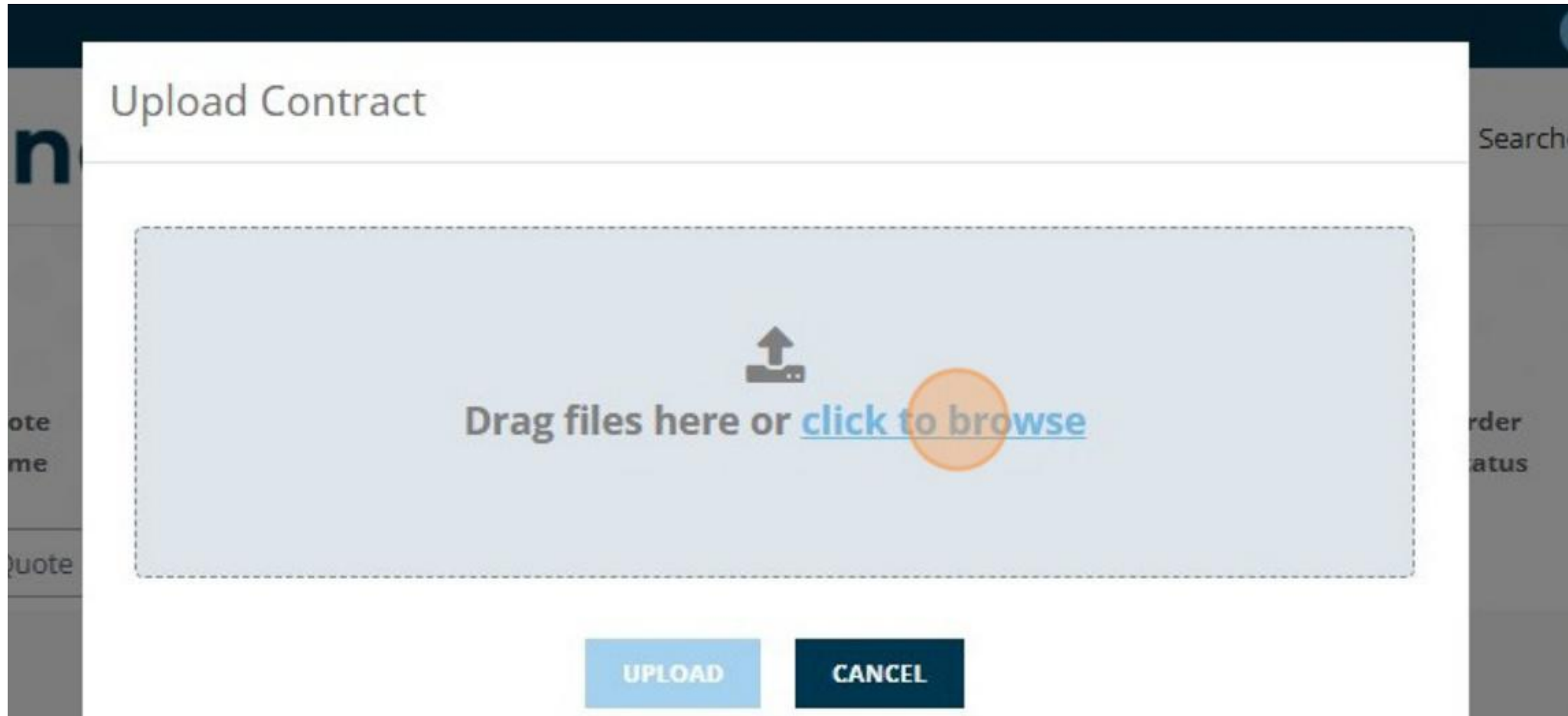
Download Unsigned Contract

Upload Signed Contract

Download Supporting Documents

Update Master CRM Quote ID


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



The image shows a web application interface with a dark blue header and a light gray sidebar. The sidebar contains links like 'note', 'me', 'Quote', 'Search', 'Order', and 'atus'. A white modal dialog box titled 'Upload Contract' is centered on the screen. Inside the dialog, there is a large light blue rectangular area with a dashed border. In the center of this area is an upload icon (a square with an upward arrow) and the text 'Drag files here or [click to browse](#)'. An orange circle highlights the 'click to browse' link. At the bottom of the dialog, there are two buttons: a light blue 'UPLOAD' button and a dark blue 'CANCEL' button.

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

Upload Contract



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

jazmine\_IBSAdmin\_test\_acc\_3-12-2025.pdf

UPLOAD

CANCEL

An upload confirmation will appear on the screen.



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.