CableFinder

BrightSpeed Fiber
User Guide

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

✔ =API Driven Data   ✔ = No API/Manual

Check Serviceability → Quote → Generate Contract → Upload Contract- receive email confirmation of upload → Order received by BrightSpeed team to submit

1

Click the address bar to type in a business name or address and click Search. After typing in a business name or address in the search bar, the results page will generate who the provider is, a serviceability description, the anticipated timeframe to install, the max speed and the products available.

Swap Experience

All your options in one place.

| Enter full address including zip code | Search |

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

2

Options will display as shown below. Click "Configure Pricing".

Dedicated Service Results
Industry leading fiber, speeds and services

DEDICATED	DEDICATED	DEDICATED
brightspeed Business	**SEGRA**	**Spectrum** BUSINESS
Serviceable — Green ⓘ	Serviceable — Yellow ⓘ	Serviceable — Red ⓘ
TIME: 30-45 Days DIST: 0 ft	TIME: 90 Days DIST: -	TIME: 120 Days or more DIST: - MAX SPEED: 10G
Products — Fiber	Products — Fiber	Products — DFI, SDFI and Enterprise Internet
Building Type — OnNet	Building Type — Near Net	Building Type — Other Addressable
Configure Pricing	**Request Pricing**	**Request Pricing**

3

533 Mexico City Ave, Kansas City, MO 64153, USA

Select Term

| 1 Year Fiber | ⌄ |

⬅

Click the box under "Select Term" to view all term options.

FIBER

Main Services

| | ⌄ |

Additional Services

Static IP | 1 Static IP | ⌄ |

4

533 Mexico City Ave, Kansas City, MO 64153, USA

Select Term

1 Year Fiber

FIBER

Main Services

DIA with Managed CPE

Options

100M

Additional Services

Static IP   1 Static IP

After the term is selected, click the box under "Main Services, to select the type of fiber.

Next, click the box under "Options" to select an internet speed.

Toggle on "Static IP" to add static Ips to the shopping cart.

5

FIBER	NRC	MRC
DIA with Managed CPE - 100M	500.00	1069.00
Static IP (1 Static IP)	0.00	0.00
Subtotal:	$500.00	$1069.00

	NRC	MRC
Total:	$500.00	$1069.00

GENERATE QUOTE   **GENERATE CONTRACT**

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.

6

NRC is any "Non-Recurring Charges", MRC is "Monthly Recurring Charges.

	NRC	MRC
Total:	$500.00	$1069.00

7

FIBER	NRC	MRC
DIA with Managed CPE - 100M	500.00	1069.00
Static IP (1 Static IP)	0.00	0.00
Subtotal:	$500.00	$1069.00
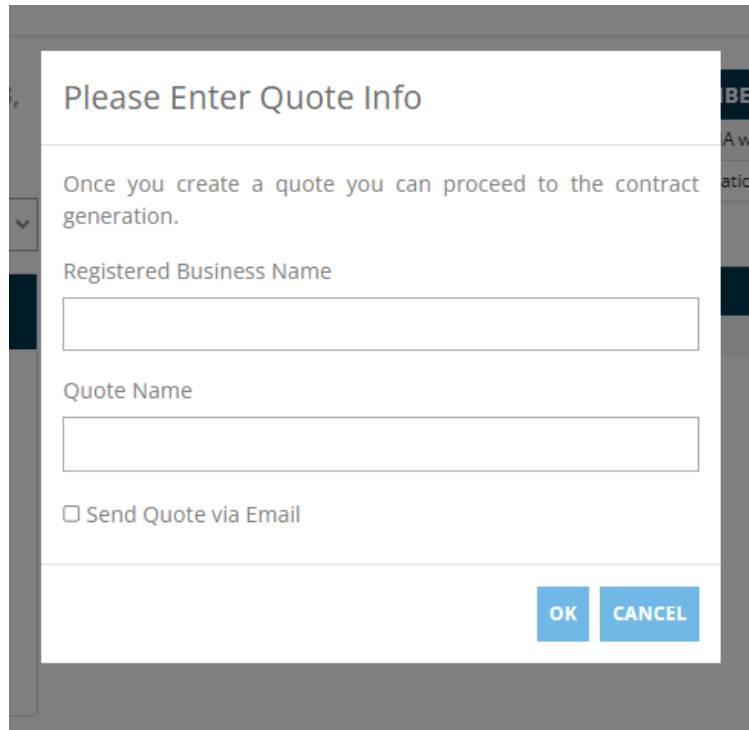
	NRC	MRC
Total:	$500.00	$1069.00

GENERATE QUOTE   **GENERATE CONTRACT**

Click "Generate Contract" to begin building your contract.

8

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.

Then, click "OK"

9

Complete the "General Customer Information" to reflect on the contract.

Legal Business Name

Contact Name

Business Phone

Cell Phone

Email

Demarc Info: Floor/Room/Suite

Address Line 1

533 Mexico City Ave

Address Line 2

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

City

Kansas City

State

MO

Zip

64153

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Confirm that the address is correct. If there is no suite or unit number click the box next to "I confirm that there is no Unit or Suite number for this location"

Address Line 1

81 Dye Plant Rd

Address Line 2

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

City

Martinsville

State

VA

Zip

24112

11 Scroll down to complete "Technical Contract" and "Shipping Information". Use the "Same as customer info?" radio buttons to carry down the general customer info if applicable. Should this be different, these fields can be completed manually as well.

Technical Contact

☐ Same as customer info?

Technical Contact Name

Tech Email

Tech Phone

Shipping Information

☐ Same as customer info?

Shipping Address Line 1

Shipping Address Line 2

City

State

Zip

12

On the same page, scroll down to complete "Local On-Site Contact", then click "SAVE" in the bottom right corner to proceed to billing.

Local On-Site Contact

☐ Same as customer info?

LCON Name (LCON)

LCON Email

LCON Business Phone

CANCEL   SAVE

13

Billing Customer Information

☐ Same as location?

Bill Account Name

[   ]

☐ Add to Existing Billing Account?

Bill Phone

[   ]

Bill Email

[   ]

Billing Address Line 1

[3447 Lawrenceville-Suwanee Rd]

City

[test]

Zip

[30024]

Bill Contact Name

[   ]

Bill Cell Phone

[   ]

Billing Address Line 2

[STE C]

State

[ts]

PREVIOUS

CANCEL   SAVE

Complete the "Billing Customer Information" using the "Same as location" radio button or complete the fields manually.

Click "Save" in the bottom right corner to proceed to configuration.

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Click the drop-down arrow of each box to display options for each category.
Click "Save"

General

Billing

Configuration

Confirmation

Configuration

Interface Type

Port Speed

Routing Protocol

BGP

PREVIOUS

CANCEL   SAVE

15

Users can add any order notes here.

Click "Generate Contract to download the contract to your device.
Click "Send with DocuSign" to send the contract via DocuSign to the signer.

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.

Order Notes

PREVIOUS   GENERATE CONTRACT   SIGN WITH DOCUSIGN

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When "Sign with DocuSign" is selected, you will be asked to enter the signee name, title, and email address you would like the contract to send to for signature.

Then, click "OK"

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

17

When "Sign with DocuSign" is selected, you will be asked to enter the signee name, title, and email address you would like the contract to send to for signature.

Then, click "OK"

Signee Contact Information

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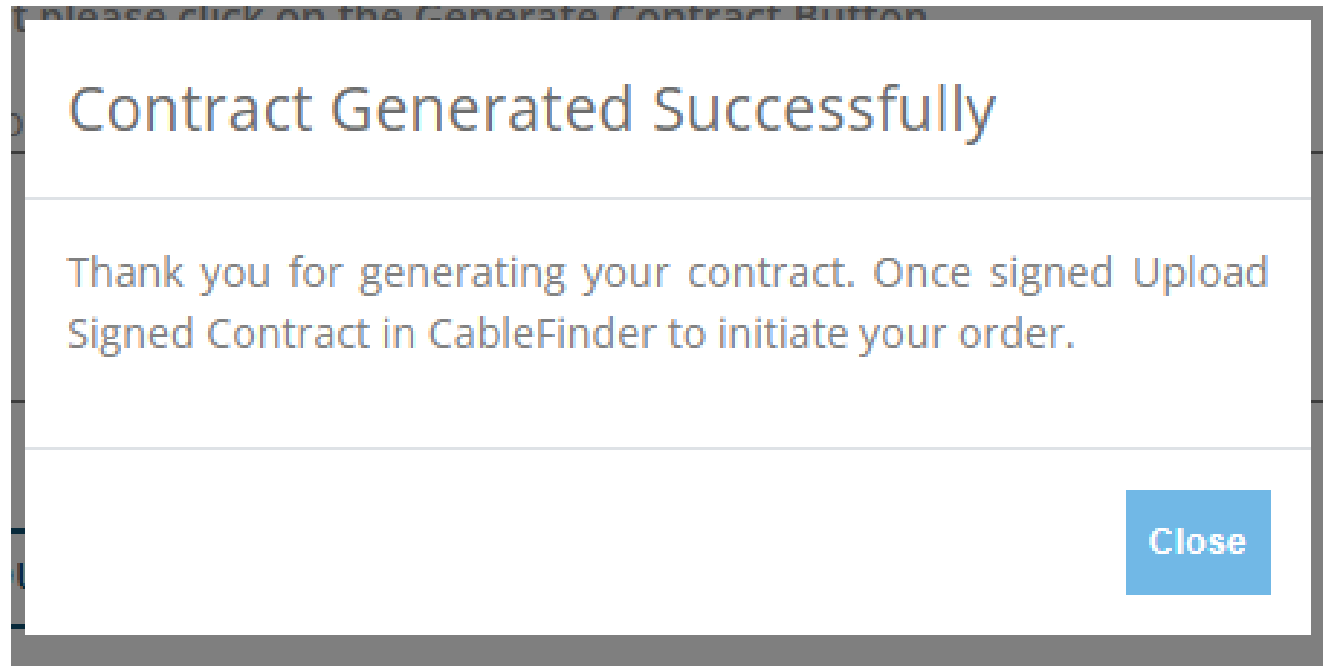
Signee Name

Title

Signee E-mail Address

☐ Would you like to send a copy?

OK   Close

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After the DocuSign has been sent, a confirmation screen will pop up, and an email will also be sent to you with all the contract details.

Contract Generated Successfully

Thank you for generating your contract. Once signed Upload Signed Contract in CableFinder to initiate your order.
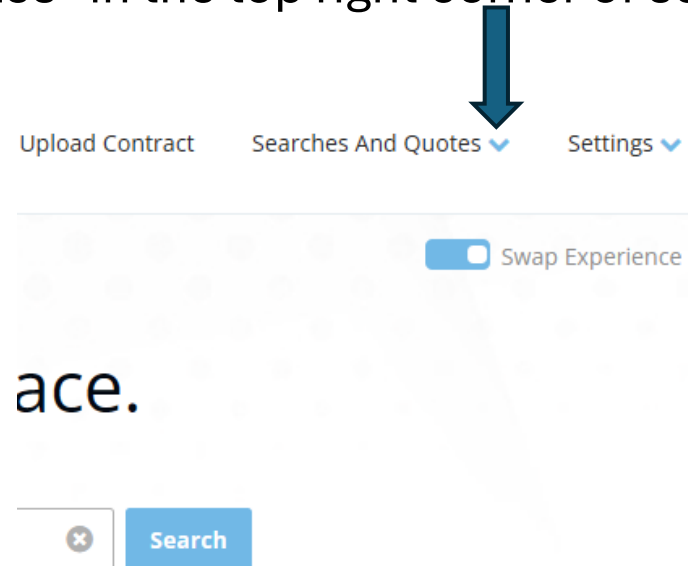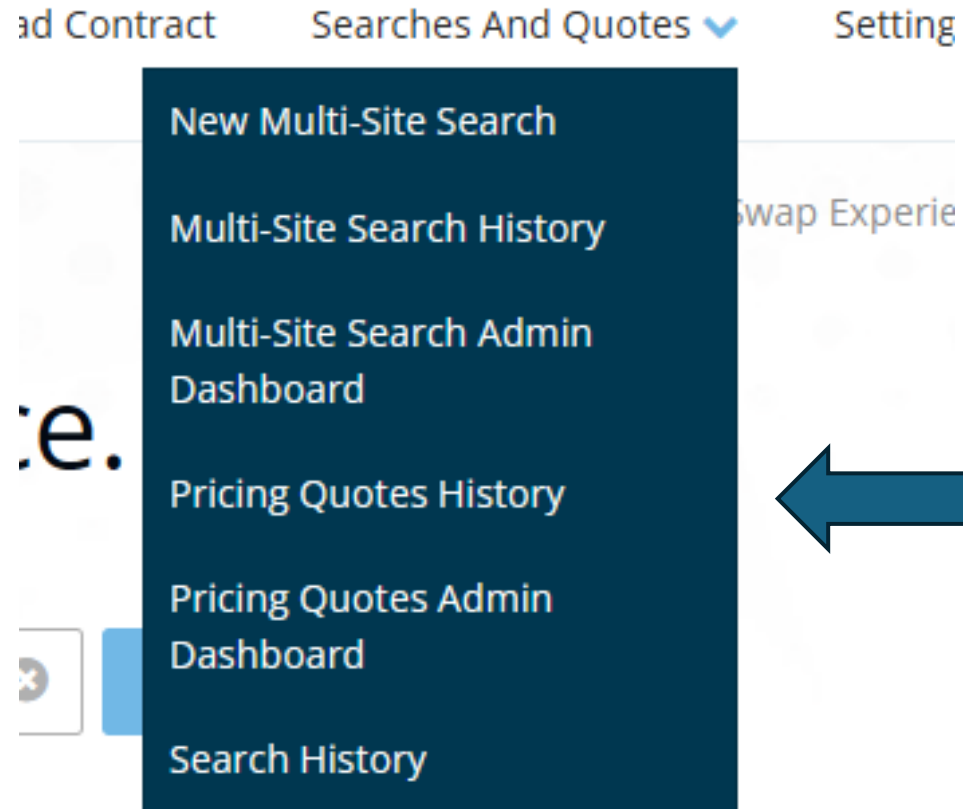
Close

19 Uploading BrightSpeed Contract to CableFinder

For contract upload, once you have the signed contract, head back into Cable Finder to upload the document. This will store the contract in Cable Finder and send the document to Brightspeed for processing. Your TSD will be copied. This is your order submission.

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

Upload Contract   Searches And Quotes ⌄   Settings ⌄

Swap Experience

ace.

Search

20

Click "Pricing Quotes History"

ad Contract   Searches And Quotes ⌄   Setting

New Multi-Site Search

Multi-Site Search History

Multi-Site Search Admin
Dashboard

Pricing Quotes History

Pricing Quotes Admin
Dashboard

Search History

Here you can find your order by searching the 6-digit quote ID, Customer Name, or Quote Name.

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 Na	Provider	Selected Se	Master CR				
752518	test	test	Brightspeed	Fiber		Jul 7, 2025, 6:34:34 PM	sent		Download Quote Download Unsigned Contract Upload Signed Contract Update Master CRM Quote ID Void Document Resend Document Change Document Signer

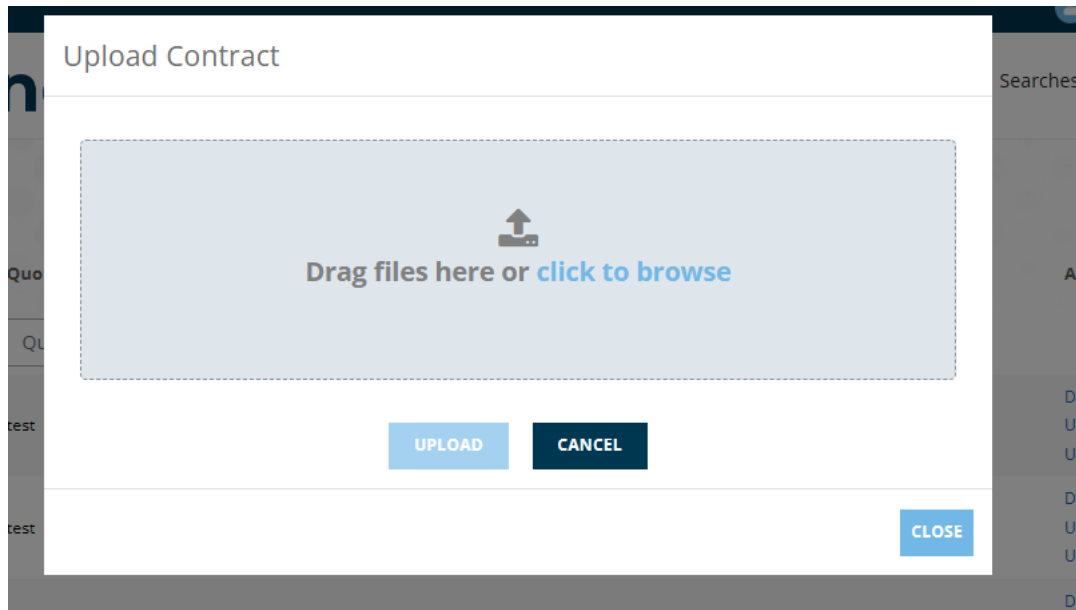**22**

Under "Actions" click "Upload Signed Contract"

Actions

Download Quote
Upload Signed Contract
Update Master CRM Quote ID

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Upload Contract

Drag files here or **click to browse**

UPLOAD   CANCEL

CLOSE

Here you can either drag and drop your PDF File, or "Click to Browse" to choose from your computer files.

Upload Contract

Drag files here or **click to browse**

752213_Test_IBSAdmin_Brightspeed_Coaxpdf.pdf

UPLOAD   CANCEL

CLOSE

The file name will show in the grey box once it has officially been selected. Click "UPLOAD" to finalize uploading your contract.

Partner Sales ID And Tax ID

Sales ID

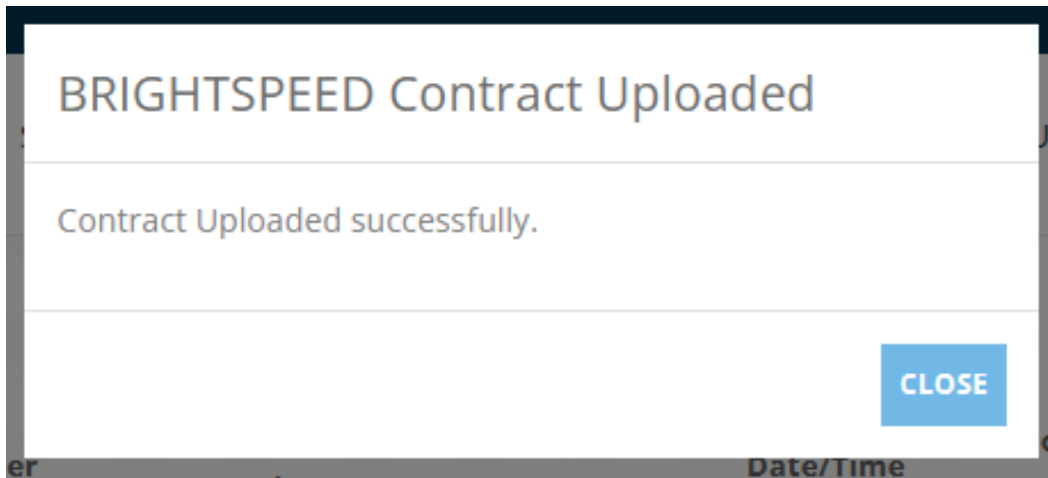If left blank BrightSpeed team will set up new ID if needed

Tax ID

CLOSE   CONFIRM

10:00:55 AM

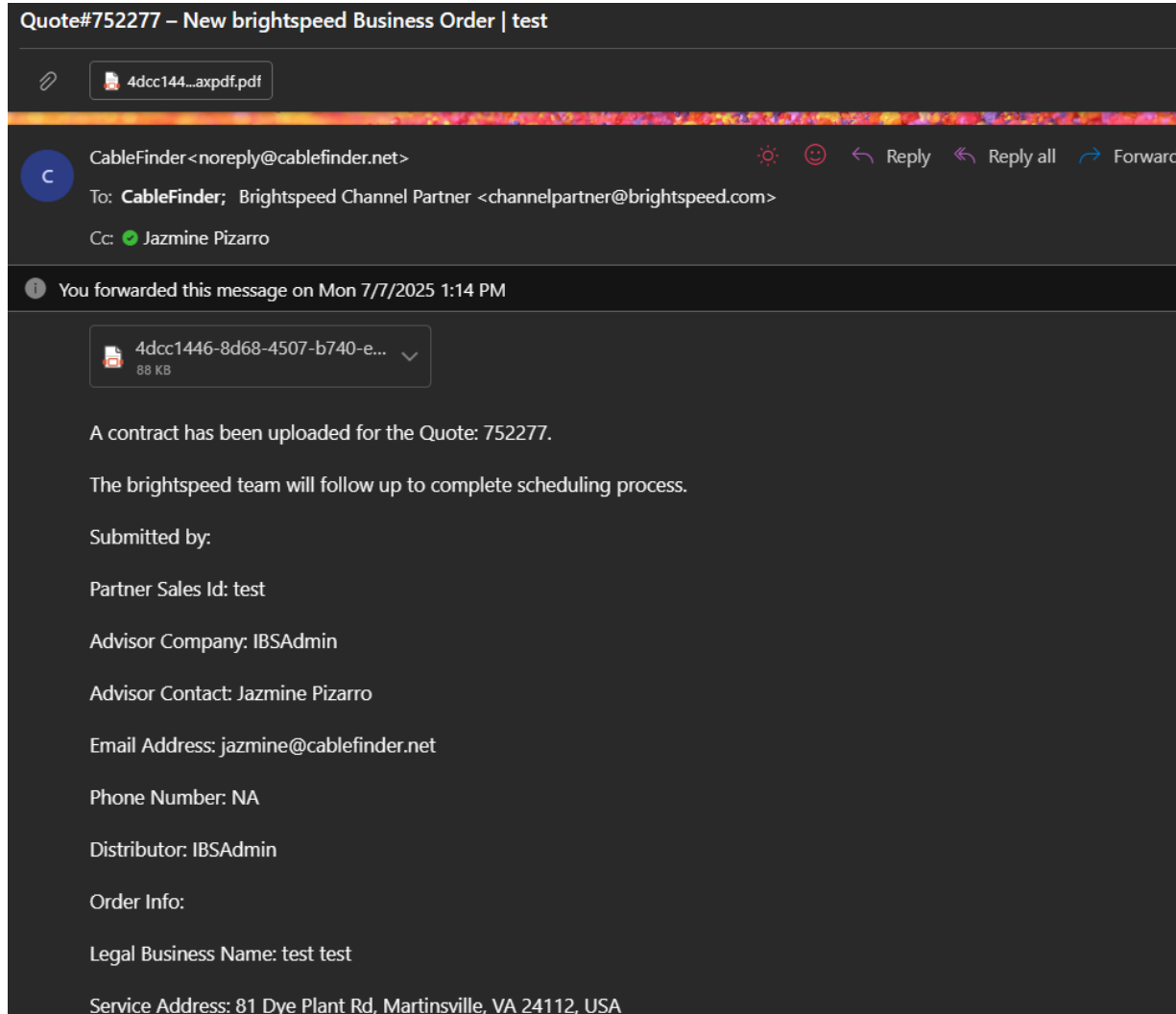Next, you will be asked to complete the Partner Sales ID and business TAX ID.

Then click "Confirm".

BRIGHTSPEED Contract Uploaded

Contract Uploaded successfully.

CLOSE

Date/Time

A notification will pop up confirming the contract has been uploaded

Post CableFinder E-Mails

Email Confirmation from CableFinder. "Quote#000000 – New Bright speed Business Order"

This will go to BrightSpeed and the CableFinder user.