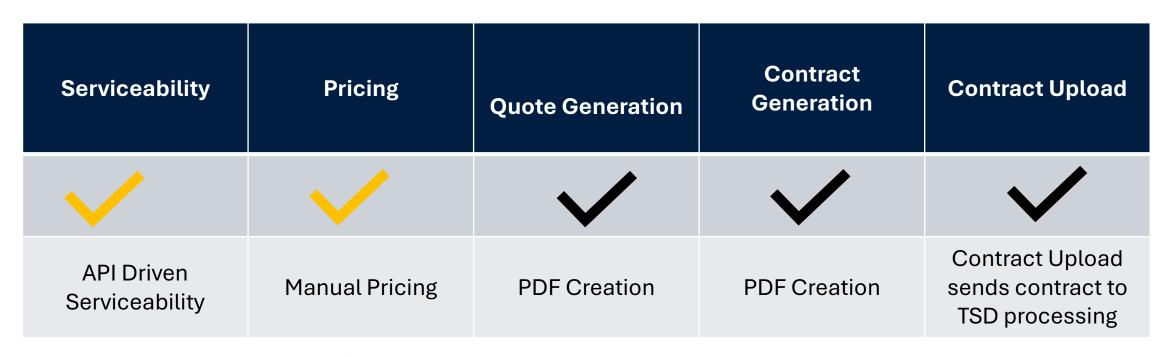


Zayo User Guide

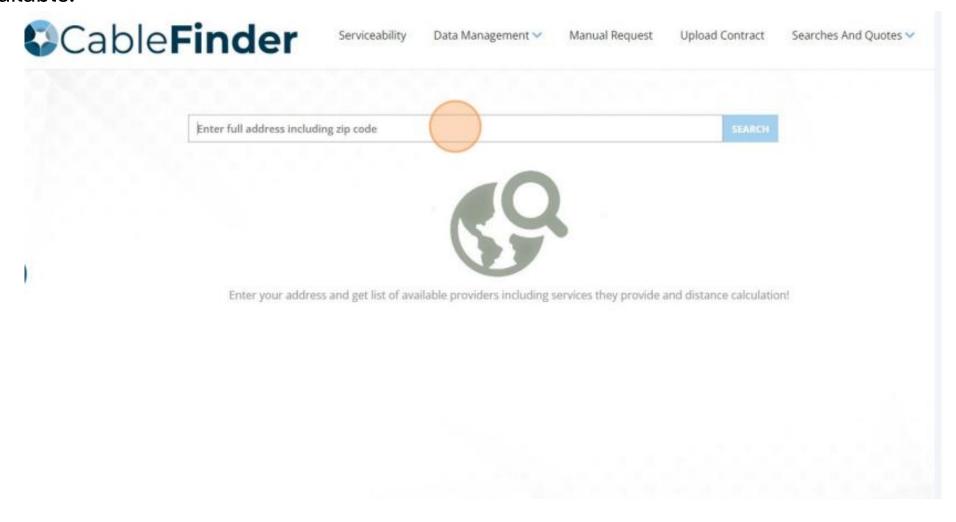




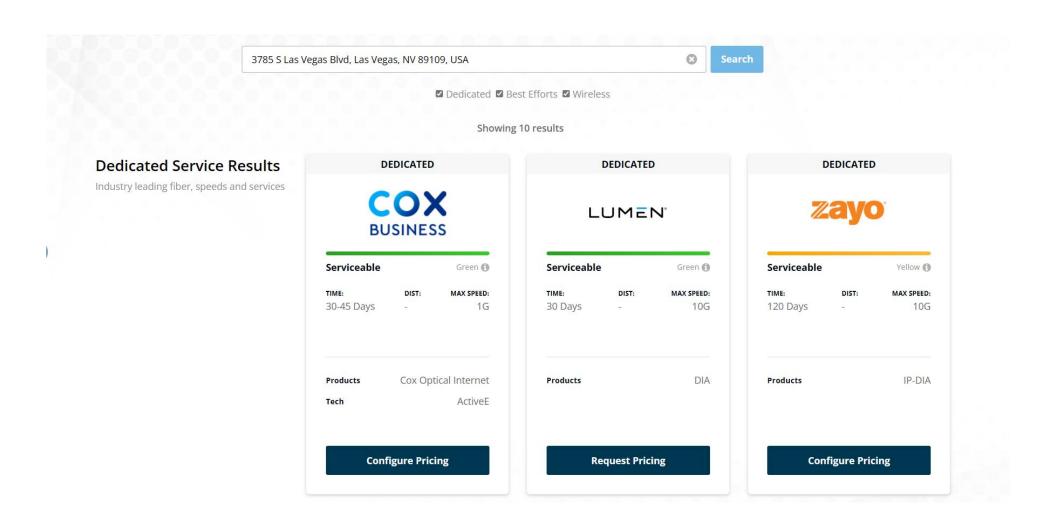




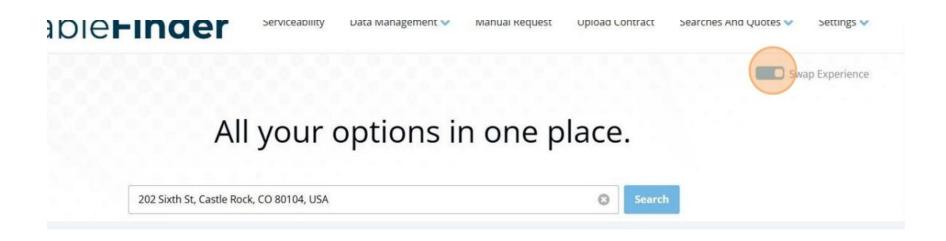
Click the address bar to type in a business name or address and click Search. After typing in a business name or address in the search bar, the results page will generate who the provider is, a serviceability description, the anticipated timeframe to install, the max speed and the products available.



Results will display as shown below.



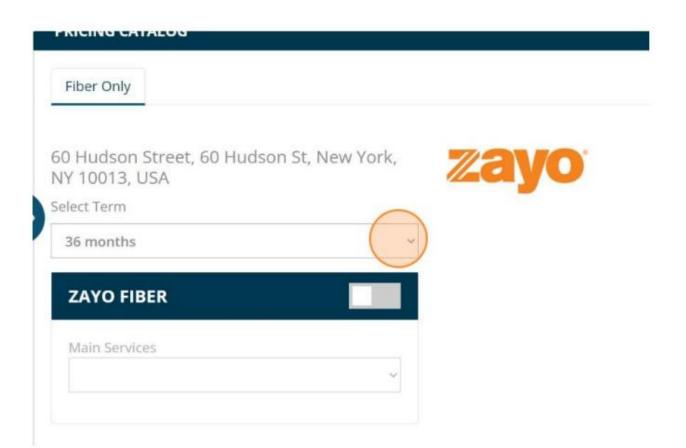
To see the same results, in a different format toggle "Swap Experience" in the top right corner of the serviceability screen.



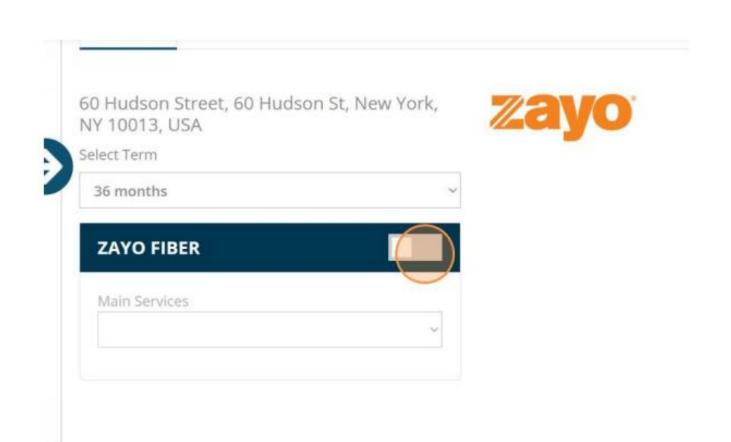




Click "Configure Pricing" next to "Zayo Fiber" to begin quoting.



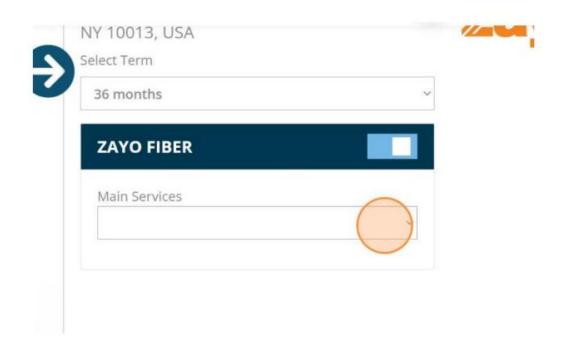
Select the desired term from the drop-down menu.

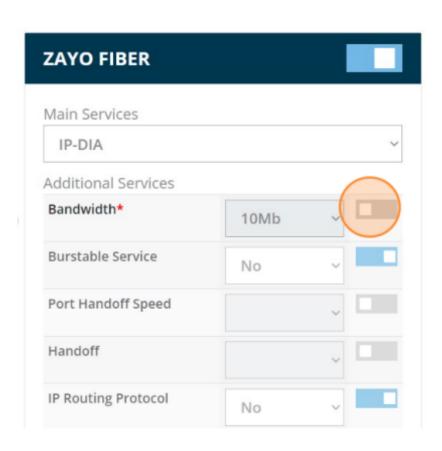


Turn on the Zayo Fiber toggle.



Click the "Main Services" drop down and select "IP DIA"

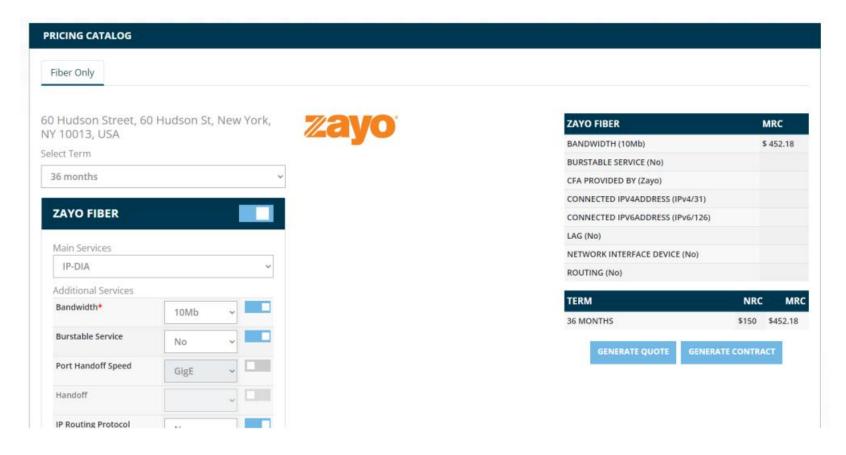




Turn on the bandwidth toggle and select the desired speed.



A shopping cart appears on the right-hand side of the screen. From there, make any additional adjustments or add-on services, updating the shopping cart in real time.



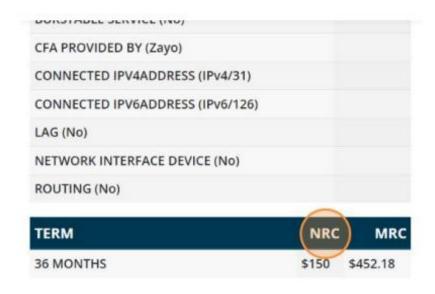
Zayo Pricing Promotion: Unlock a 10% discount on Zayo services by generating your contract through CableFinder! The generated pricing will already reflect the 10% discount.

Discount already applied to the total!

TERM	NRC	MRC
36 MONTHS	\$150	\$452.18



In the shopping cart, view any one-time fees/non-recurring charges (NRC) and monthly recurring charges (MRC).





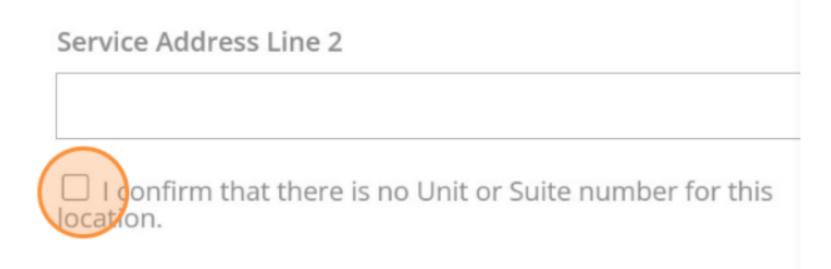
Proceed with the contract by selecting "Generate Contract." Enter the customer information into the fields, starting with the Registered Business Name.

E	RSTABLE SERVICE (No)
	A DROVIDED BY (7aug)
General	General Customer Information
Addresses Confirmation	Registered Business Name
	Primary Contact First Name
	Phone Number

Continue entering the customer information into the appropriate fields. Use the "Same as" radio buttons if you'd like to copy the customer information into the available fields.

		D		
First N		Primar	y:	
LIISL IV	lame			
Phone	Num	ber		

Under the "Service Address Line 2", it will be required to either enter a unit or suite number or confirm there is no unit or suite number for this location.



On the confirmation page, you will have another option to select a channel manager to send a copy of the unsigned contract.

Confirmation

Dear Taylor,

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 everything is correct, please click the "SAVE & SEND LOA" or "SAVE & DOWNLOAD LOA" button to generate a contract and save the order information. The LOA is required to complete an order. You can send it with DocuSign or download it for signature with the buttons below.

To submit the order to Zayo, upload the signed contract on the upload-contract page.

If you were working with a specific Channel Manager please select them from drop down.

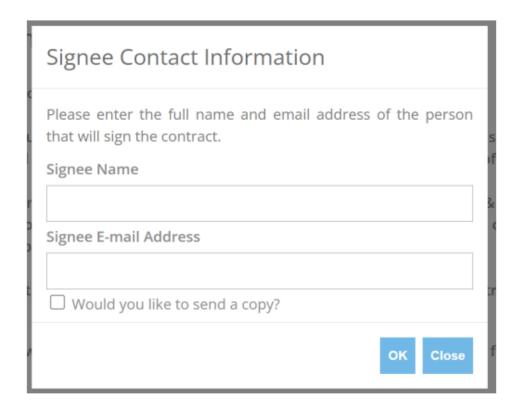
(Select your channel manager from drop down)



Additionally, you will have two options for signature: "Generate Contract," which downloads a PDF if you would like to obtain a manual signature, or "Sign Contract," which downloads a PDF and provides a popup for DocuSign. Enter the customer information to send off the DocuSign for a signature.

DOWNLOAD CONTRACT

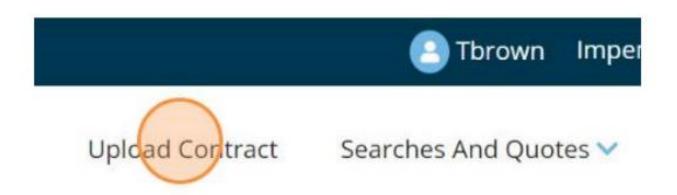
SEND DOCUSIGN



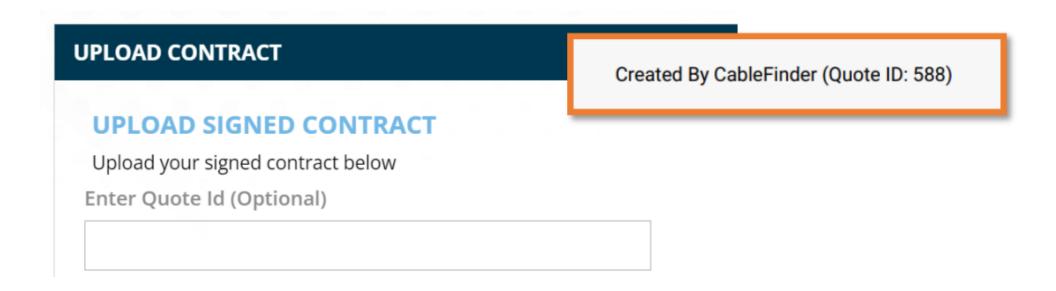
If selecting to send with DocuSign, enter the signee name and signee email address. As the CableFinder user, you will automatically receive a copy from DocuSign.

Once the DocuSign is signed, the CableFinder user along with the TSD back office will receive a notification and attachment of the signed contract. If you opt for a manual signature, you will need email a copy of the signed contract to your TSD or utilize the Contract Upload feature in CableFinder to return the signed contract to the back-office team.

To upload a contract back into CableFinder, click "Upload Contract" at the top menu bar.



It is optional to enter the CableFinder generated Quote ID. If you would like to add the Quote ID, it can be found at the bottom of the Contract.



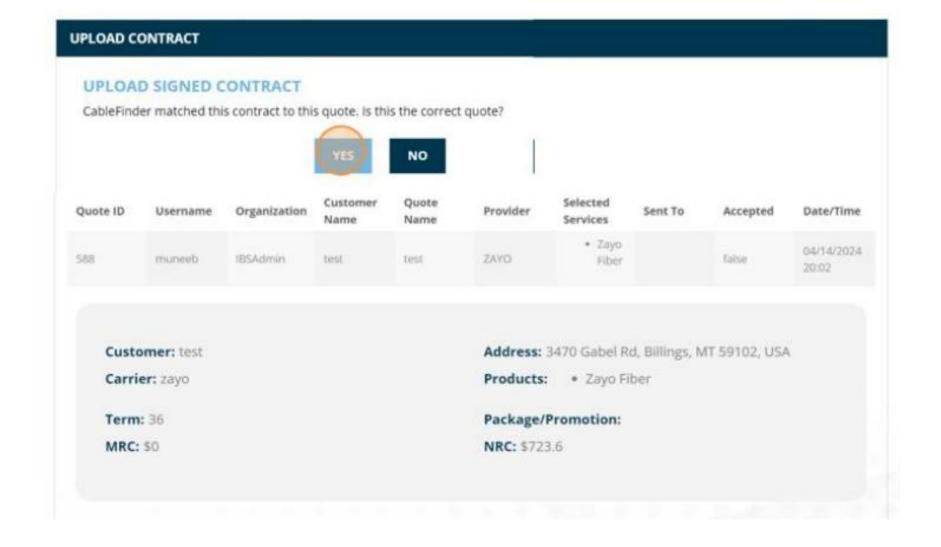


muneeb_IBSAdmin_Test Corp_Zayo_4-15-2024.pdf

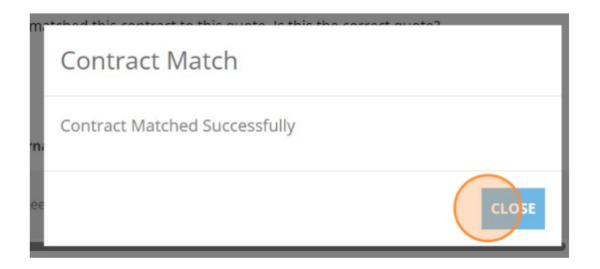


To upload the contract, drag the file into the box or click to browse your computer and click "Upload".

Once the system matches the uploaded contract with the generated quote, click yes if it is the correct quote.



Your contract has been successfully submitted to the TSD for submission.





The CableFinder user and the TSD will receive an email with the order details and the signed contract.

Contract Uploaded for Quote ID: 391069





A contract has been uploaded for the Quote: 391069.

Following are the details:

Username: CableFinder

Email Address: cablefinder@cablefinder.net

Phone Number: 555-555-5555

Distributor: Test

Customer Name: Test

Address: Test

Service Provider: Test

Service Type: Test

MRC: \$125.00

NRC: \$99.00

Kindly view the attachment for the uploaded contract.