

Steps to order online

***This will ensure your lowest possible pricing. All rebates are instant when you place an order online, unlike retail locations where all rebates are mail-in rebates.**

Registering for your employee discounts

1. Go to: www.verizonwireless.com/discount
2. Enter your work **zip code**.
3. Enter and confirm your **Employee@ Company.com** employee work email address (AOL / Hotmail / Comcast will not work to register for your employee discount.)
4. **Click** 'Check for Discounts'. You should be notified that 'you may be eligible for discounts'.
5. Email validation from customerservice2b@verizonwireless.com will be sent to the email address you entered.
6. Go to and open this email in your work email address inbox and **click** 'Register your Discount' if you don't want to place an order today, and follow the prompts until completion.

Creating a new account

- **Follow** steps 1 thru 5 for *Registering for your employee discounts*.
- Instead of clicking 'Register your Discount', **click** 'Take advantage of your discounts today'. This will bring you to VZW home page with your company confirmed at the top.
- **Click** 'Shop' under 'New Customers' and follow the order process to completion.
- If you are **porting** in a number from another carrier, you will have the option to enter this towards the end of the order – on the shipping information page.

Upgrades / Adding new lines to existing accounts

- Go to: www.verizonwireless.com/MyVerizon
- You must register for 'MyVerizon' and choose a user name & password. This is a free service. If you are already registered, log in as usual.
- If you have your employee discounts set up, you should see your company name along the top of the screen when logged into 'MyVerizon'. (Very small; right at the top of the screen) If not, please follow the instructions above for *Registering for your employee discounts*.
- On the right hand side about halfway down the page, under 'Quick Links', you'll see options to upgrade to a new phone or add a phone. **Choose** the line(s) you want to upgrade and follow the process to completion.
- You will also be able to make plan changes and order new features for your account, such as text messaging.

***If your order is placed thru customer service or any retail location I am unable to apply any discounts or credits after the purchase.**