



How To Submit A Verizon Business Move Request

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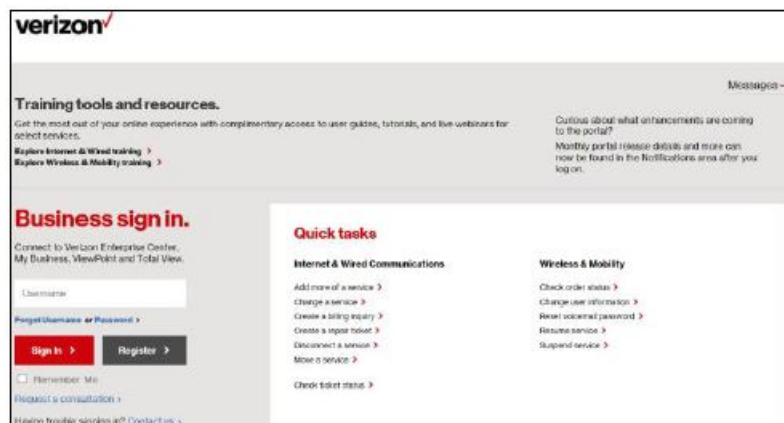


Quick Start Guide

How to SUBMIT A MOVE REQUEST

This quick start guide explains how to raise a move request for all or selective circuits/telephone numbers under a billing account from one physical location to another.

- Go to <http://sso.verizonenterprise.com>.



- On the Verizon Enterprise Center home page, click the Submit Move/Add/Change/Disconnect Order from the Manage Account mega menu.

verizon **Manage Account** Support

Internet & Wired Communications

Billing	Service	Orders	Repairs & Troubleshooting
Make a Payment	View Inventory	Create Order	Create Ticket
View Invoices	Manage Requests	View Order Status	View Ticket
Manage Payment Methods	View Alarms		
Update Paperless Billing	Create Service/Change Request		
View Billing Inquiries	Service Management Reporting		
Reports	Submit Move/Add/Change/Disconnect Order		
Change Billing Address	Original Accounts & Maintenance View		
			Product Tools Voice over IP (IAC-Admin) Dynamic Network Manager Call Detail and Summary Reports IP Performance Reporting View All

- On the Create Request – Select Request Type and Account page, select the request type as I want to move my service from the Select Request Type drop-down menu.

Create Request

Select Request Type and Account Request Details Review & Submit

*Select Request Type
I want to move my existing service

*Enter Account Number
556121212 **Validate**

PROCEED

- Enter the valid account number and click the Validate button.
- On successful validation of the entered account number, click the PROCEED button.
- On the Move Request – Request Details page, click the Yes option button, if you want other contacts to be notified about the request. <OR> Click the No option button.

Note: If you have clicked Yes option button, the add contact section appears and prompts you to enter the first and last name, mail address, country code, contact number, and extension of the contact whom you want to be notified. You can add a maximum of three contacts.

Move Request

Select Request Type and Account Request Details Review & Submit

Account Information

Account Number: 04241392 Invoice Date: 2017-03-25

Enter your Contact Information

*First Name: Brad *Last Name: Schoenberg *E-mail Address: brad.schoenberg@att-squarecommunications.com

*Country Code: United States (+1) *Contact Number: +151530977 Extension (optional):

Add other contacts who should be notified about this request (up to 3 Contacts).

☐ Yes ☒ No

***Select the type of service you are moving**

Business Lines

*Product/Service Type:

Cloud / Wireless Services

Telephone number(s)
1234567890

***Where are you moving your Verizon services?**

Country
United States

Address
121 High Street

City
Boston

State / Region / Province
BA

Zip Code / Postal Code
1234

☒ This location is new construction – check if Yes

What is your preferred timing?

03/24/2017

Would you like Verizon to play a referral message?

☐ Yes
☒ No

Please specify any special instructions

Test

**If you are a third party or agent please attach your letter of authorization/ agency (LOA) here:
Upload any relevant documents**

Browse

Please attach any files that should go with this request. The file types supported are DOC, DOCx, PDF, TXT, XLS and XLSx.

Enter your company's internal reference number for this order, if applicable

Back
Next >

7. Select the type of the service that you want to move from the Select the type of service you are moving drop-down menu.
Note: You will be prompted to enter the details of the service that you want to move. The field elements appear based on the selected service type.
8. Enter the details of the new location in the Where are you moving your Verizon services? section.
9. Select the date that you prefer for the move by clicking the calendar icon present beside the What is your preferred timing? text box.
10. Click the Yes option button, if you want Verizon to play a referral message. <OR> Click the No option button.
Note: If you have clicked Yes option button, a text area appears and prompts you to enter the referral message. The referral message may cost you and it will be charged to your account.
11. Enter any additional information or instruction that you want to perform during the move request process.
12. Upload the document and enter the company's internal reference number if applicable.
13. Click the Next button.
14. On the Move Request – Review & Submit page, review the entered move request details.

Move Request

Move Request

Progress: **Select Request Type and Account** (Completed) | **Request Details** (Current) | **Review & Submit** (Next)

Review Your Move Request

If the information is correct, confirm and submit the request.

Request Details

What type of service are you moving?	Contact Information
Business Lines	Requestor Contact: Brad W. Hoerber
Service Type: Cloud / Wireless Services	brad.w.hoerber@thespacecommunities.com
Phone Numbers: 1234567890	+1 1515 30977
Address: 121 High Street	Other Point of Contacts:
City: Boston	
State/Province: BA	
Zip/Postal code: 1234	
Country: United States	
This location is new construction	
Preferred Timing: 3/24/2017	
Special Instructions:	
Test	

[Back](#) [Confirm >](#)

15. Click the Confirm button.

Note: Once the transaction is in progress, a confirmation email will be sent to the requestor e-mail ID. If you do not receive the copy of request as well as request acknowledgement within 24 hours, please contact the VEC helpdesk or customer service to avoid delays in move of service.

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How To Submit A Verizon Business Move Request – [Original PDF](#)

Questions about your Manual? Post in the comments!