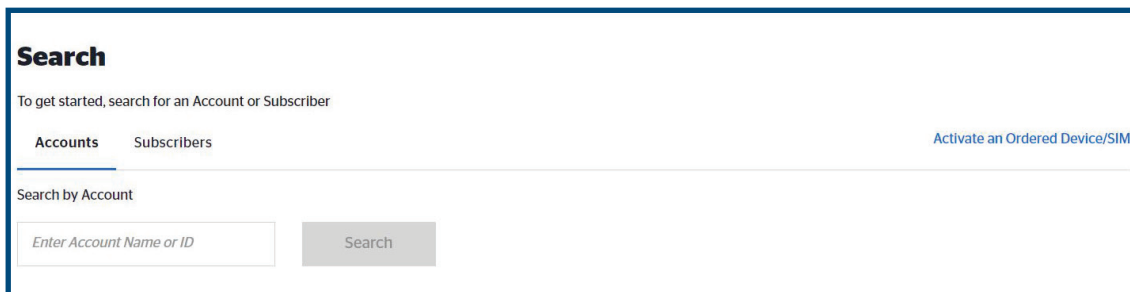


ADD A NEW LINE OF SERVICE

This guide walks through the process of adding a line with a new U. S. Cellular® device on the *My U.S. Cellular Business Account* portal. To add a line with your own device (i.e., customer-owned equipment), please reference the "activate your own device" guide instead.

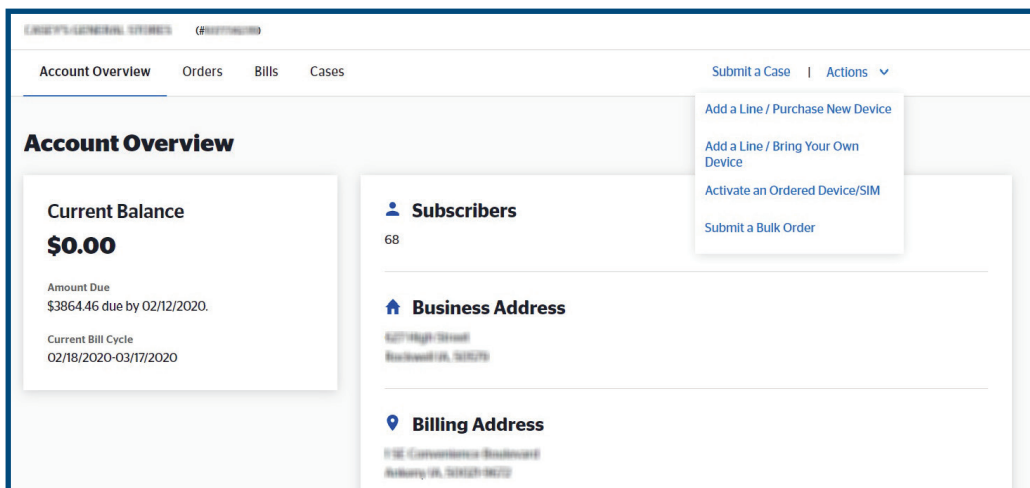
- 1 Log into your *My U.S. Cellular Business Account* with the login credentials provided to you by your Business Sales Support Specialist.
- 2 Once you have logged into the portal, search by Account Name or Account ID in the search field. Your search may return several results, select the Account under which you will be adding lines of service.



The screenshot shows a search interface with the following elements:

- Search** header
- Text: "To get started, search for an Account or Subscriber"
- Navigation tabs: **Accounts** (selected), Subscribers
- Link: [Activate an Ordered Device/SIM](#)
- Text: "Search by Account"
- Input field: "Enter Account Name or ID"
- Search button: "Search"

- 3 On the Account Dashboard click on the "Actions" link in the top right-hand corner of your screen. Next, click on the "Add a Line/Purchase New Device" link.



The screenshot shows the Account Overview dashboard with the following elements:

- Account Overview | Orders | Bills | Cases
- Submit a Case | Actions (dropdown)
- Account Overview** section:
 - Current Balance**: **\$0.00**
 - Amount Due: \$3864.46 due by 02/12/2020.
 - Current Bill Cycle: 02/18/2020-03/17/2020
- Subscribers**: 68
- Business Address**: 627 High Street, Rockwell, IA, 50576
- Billing Address**: 100 Convergence Boulevard, Artery, IA, 50427-9622

The "Actions" dropdown menu is open, showing the following options:

- Add a Line / Purchase New Device
- Add a Line / Bring Your Own Device
- Activate an Ordered Device/SIM
- Submit a Bulk Order



- 4** The flow will walk you through selecting a device, selecting a plan, adding features and selecting accessories to match your device.

Please Note: you will have the opportunity to add a line of service only with those plans that have been approved as a part of your pricing contract with U.S. Cellular.

- 5** On the delivery and confirmation page you will have the opportunity to select a new phone number or port in an existing phone number with your new line.

- 6** After reviewing the cart, shipping destination and payment details - please click on the **"Place Order"** button at the bottom of the screen.

As always, if you have any questions or need help with placing your order your local U.S. Cellular® Business Sales Support Team is ready to assist, alternatively you can call our **Business Support Line** at **1-800-455-6120**.