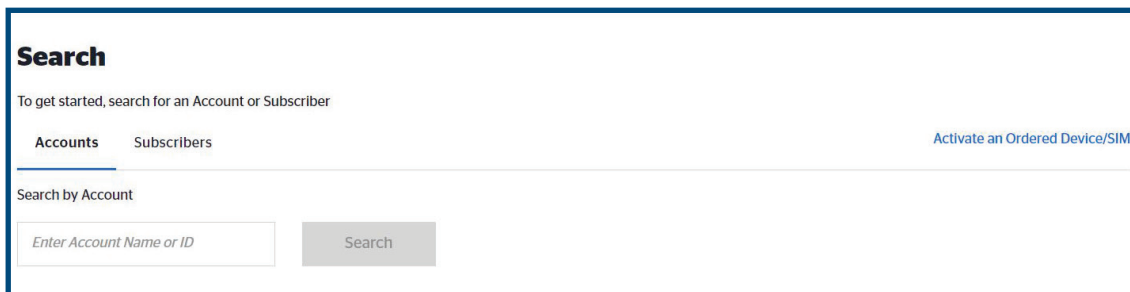


# ADD A NEW LINE OF SERVICE

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.



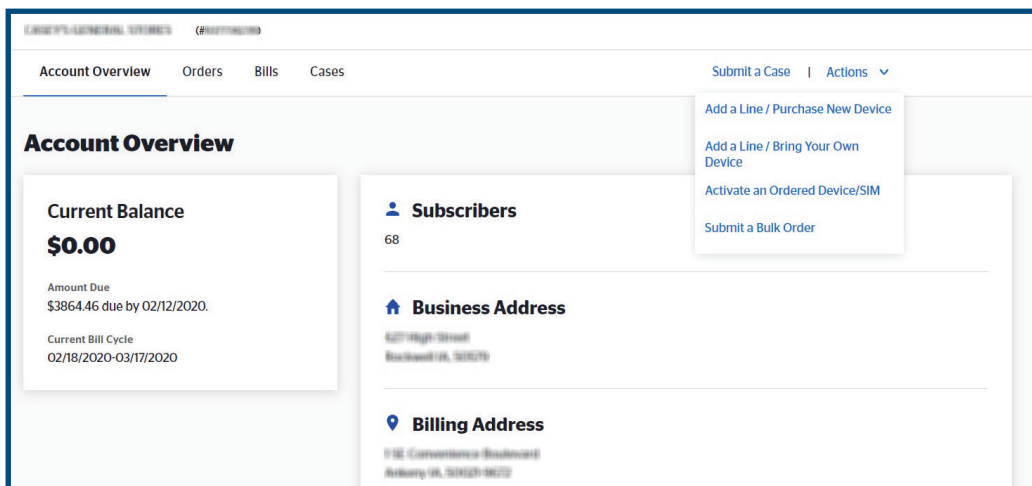
**Search**

To get started, search for an Account or Subscriber

[Accounts](#) [Subscribers](#) [Activate an Ordered Device/SIM](#)

Search by Account

- 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.



Account Overview | Orders | Bills | Cases

Submit a Case | Actions

**Account Overview**

**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  
Rockford, IL 61107

**Billing Address**  
100 Convent Avenue  
Rockford, IL 61107

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**.