Order a New Device and Service

Before you order a device or service, make sure you have the information you need to complete the process. You may need to consult with your administrator for assistance.

Information you need before shopping:

- Which employee group to choose.
- The billing account number or wireless phone number on the account you want to use.
- Which pricing option you need to select.
- Which rate plan you need to select.

Select a device

1. Log in to Premier, and then click Shop.
2. If prompted, select the applicable employee group. The Let’s Get Started page appears.
3. Select Shop new service, select your options, and then click Continue. The Welcome page appears.
4. Select Smartphones, Tablets, or All Devices. The Phones & Devices page appears.
5. Locate the device you want and click View to view device details and pricing options on the page that appears.
6. Select the device pricing option you want, and then click Add to Cart. The Accessories page appears.
7. Select the quantity next to any accessories that you want, and then click Add to Cart. When you’re finished, click Continue. If you don’t want to order any accessories, just click Continue. The Rate Plans page appears.

Select a plan

1. On the Rate Plans page, locate the plan you want, and click Add to Cart. The Features and Applications page appears.

Notes:

- If your device has only data capability or you want to use only the data capability of your device, click the Data Plans tab, and select a plan.
- If you select a voice plan as your primary plan, you can also select an optional data add-on plan.
- If you select a data-only primary plan, you cannot add a voice plan.
2. Select the features that you want. When you’re finished, click Continue. The Shopping Cart page appears.
Notes:
- You can select up to 1 feature per category. To cancel a selection, select No, thank you.
- If prompted, select a device protection plan or select I decline device protection to decline coverage.
- You may be prompted to select a manifest (required) or a wireless network access option (optional). Contact your administrator for more information.

3. Review your shopping cart to make sure the device, accessories, plan, and features you ordered are correct. To revise any of your selections, click the links to change, remove, or add items.

4. Select a delivery method.

5. If you have a coupon code, enter it, and then click Apply. Verify the coupon code has been properly applied. Continue until all coupon codes have been applied. You can't use same coupon code more than once per shopping session. If you have a problem with coupon codes, see Help With Your Order.

6. Click Checkout.

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Check out

1. Enter the following required information for your account, and then click Continue.
   - Service User Information: Your name, address, preferred area code, and other information required by your organization. See your administrator for information such as your Employee ID, Department, Entity, or Cost Center.
   - Shipping Information: The address and method to use for shipping your order.

2. Enter the required billing and payment information for your order, and then click Continue. The Review Order page appears.

3. Review your order details.
   - In the Order notification area, provide a list of emails for those who need to approve your request (in order by approver level).
   - If you selected an installment plan, review the installment agreement and check the box I have read and agree to the AT&T Terms & Conditions.
   - Review the Order Summary and Payment Summary information, and then click Submit for Approval.

4. You'll receive confirmation of your order and a request number. Save this number for your records. You'll also receive an email confirming receipt of your order.

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