Order a New Device and Service

Consult with your administrator regarding the following:

- Your selections for Step Three below. For example, your administrator may have preferences as to whether you should use a new or existing billing account and the type of plan you should select.
- The wireless number to enter in Step Three if you’re adding your line to an existing billing account.
- The selections available to you when selecting your new phone/device and service. Your permissions when using Premier may be customized by your administrator. For more information, see your administrator.

Order a New Phone or Device, Voice and Data Plans, Accessories, and Features

1. Log in to Premier, and then click Shop.
2. If prompted, select the applicable employee group.
3. On the Let’s Get Started page, select Shop new service, select your options, and then click Continue.
4. On the Welcome, click Smartphones, Tablets, or All Devices.
5. On the Phones & Devices page, click View to view device details, select device pricing, and then click Add to Cart.
6. On the Accessories page, select the quantity next to any accessories that you want, and then click Add to Cart. If you don't want to order any accessories, click Skip.
7. On the Rate Plans page, select the primary plan for your device.
   - If your device has voice capability, choose either the Individual Plan or Group Plan tab, as needed, and then click Add to Cart next to the voice plan you want as your primary plan.
   - If your device has only data capability or you want to only use the data capability of your device, click the Data Only Plans tab, and then click Add to Cart next to the data plan that you want as your primary plan.
     Note: 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.
8. If you selected a voice plan as your primary plan in step 4 above, the Data Add-On Plans page appears. If you also want a data plan, click Add to Cart next to the plan that you want to add. If you don’t want to add a data plan, click Skip.
9. On the Features page, optional features available for your wireless account are displayed by category such as Messaging Packages, Multimedia Messaging, International Roaming, and so forth. You can select one feature for each category. For more information about a feature, click a feature name. Choose any features that you want by selecting the radio button to the right of the options and clicking Add to Cart. If you don’t want to add any features, click Skip.
10. Review your shopping cart to make sure the device, accessories, plan, and features you ordered are correct. To revise any of your selections, use links at the top of the page to change, remove, or add items.

11. 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. The same coupon code cannot be used more than once in the same shopping session. If you have a problem with coupon codes, see Help With Your Order.

12. Click Checkout.

Checkout

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.

3. On the Review Order page, read the agreement and check the box to indicate your acceptance.

4. In the Email Notification area, provide a list of emails for those who need to approve your request (in order by approver level).

5. Ensure that you agree with the information in the Order Summary and Payment Summary areas, and then click Submit for Approval.

A page appears to confirm acceptance of your order and provide your request number. Save this number for your records. You'll also receive an email confirming receipt of your order.