#### EASE VFO LSR Login

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| EASE VFO Login | Follow the steps below to login to EASE VFO LSR.   |  |  | | --- | --- | | Step | Action | | 1 | To access EASE VFO, copy/paste or ctrl click <https://ease-lsr.brightspeed.com/>. (Note: Use Chrome for browser)   * **User Name:** Enter your User Name * **Password:** Enter your password * **Module:** select **Local** from the dropdown * Click **Login**     Result: Home Page/Status Screen Displays. | |

#### LSR Preorder

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| LSR Preorder | Preorder is an option that provides address validation and speed qualification. The information can be saved and retrieved later into an LSR. Follow the steps below to perform a Preorder. **All entries are to be in Caps.**   |  |  | | --- | --- | | Step | Action | | 1 | Hover over PREORDER and click on New. | | 2 | * Enter a Tracking ID in the TXNUM Field. (Note: This will be used to search for any saved Preorder queries.) * Select A-Address Validation from the TX Type drop down field. * Click Initiate. | |

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|  | |  |  | | --- | --- | | Step | Action | | 3 | Enter the following fields within the A-Address Validation Screen.   * STATE – Two alpha characters. * SVC-ADDR-GRP:   + SANO – Svc Addr Number (required)   + SASD – Svc Addr St Direction Prefix (required if part of addr)   + SASN – Svc Addr Street Name (required)   + SATH – Svc Addr Street Type (required)   + SASS – Svc Addr St Dir Suffix (required if part of addr)   + CITY (required)   + STATE – Two Alpha characters (required)   + ZIP (required)   + LD/LV – Supplemental information such as unit, bldg., etc. (required if part of addr) * Click Submit. | |

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#### LSR New Install

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| LSR New Install | Follow the steps below to create and submit an LSR.   |  |  | | --- | --- | | Step | Action | | 1 | Hover over ORDER and click on New. | | 2 | * Select your Managed ESP (same as OCN) * Enter your order number in Order Number field. NOTE: Must start with DSL. (example: DSL12345). * Select your OCN. * Select EB-Resale in Service Field. * Select N-New Installation in Activity field. * Click Initiate. | |

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|  | |  |  | | --- | --- | | Step | Action | | 3 | LSR Form Entry    LSR Admin Section:   * Enter 1 in LOCQTY field. * Enter your Project ID in Project ID field. Will always begin with CWS and end in BSA (example: CWSxxxxBSA) * Select B in PROJINDR. * Select E in RTR. * Enter CCNA. | |

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|  | |  |  | | --- | --- | | Step | Action | | 5 cont | RS Form Entry (continued)  Utilizing the WBSA External Comm Feature Code Spreadsheet, Enter FEATURE GRP [1] through [6]. NOTE: May not utilize all Feature Field. Will vary depending on Gateway/Modem and Static IP request.  RS FEATURE GRP [1] Section:   * Enter N in FA field. * Enter NDT Line Feature Code in FEATURE Field.     RS FEATURE GRP [2] Section:   * Enter N in FA field. * Enter the speed Feature Code in FEATURE Field.   RS FEATURE GRP [3] Section:   * Enter N in FA field. * Enter the install Feature Code in FEATURE Field.   RS FEATURE GRP [4] Section:   * Enter N in FA field. * Enter the Gateway/Modem Feature Code related to the install choice in FEATURE Field. | |

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|  | |  |  | | --- | --- | | Step | Action | | 5 cont | RS Form Entry (continued)  NOTE: FEATURE GRP [5] and [6] can be used for ordering Static IP. If not ordering Static IP, go to next step 6.  RS FEATURE GRP [5] Section:   * Enter N in FA field. * Enter Static IP Address Feature Code FEATURE Field.   RS FEATURE GRP [6] Section:   * Enter N in FA field. * Enter Static IP Feature Code for the number of IPs requested in FEATURE Field. | | 6 | In the top right corner of the LSR:   * Click on the Save ICON.      * Click on Validate ICON. | |

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|  | |  |  | | --- | --- | | Step | Action | | 6 cont | * Correct any errors that might have returned. Errors must be corrected before PON can be submitted.   Example of ErrorCode List:     * Click on Submit ICON.     Result: STATUS will show Submitted.       * Click on the X in the top right hand corner. | |

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#### EASE VFO LSR Logout

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| EASE VFO Logout | Follow the steps below to Logout of EASE VFO LSR.   |  |  | | --- | --- | | Step | Action | | 1 | Click LOGOUT in the top right hand corner.    Result: Login screen displays. | |