- Add only 5 forms per cart.
- Plan option defaults to “No Plan Change.”
- Select Plans as needed

Instructions

1. Please read the glossary for an explanation of terms used on the Cell Phone Order Form.
2. Enter the owner as the employee who will be using the phone.
3. Select the device type, enter equipment selection, and cell phone number. If this is a request for a new line, leave cellphone number blank.
4. Select one of each plan type when the type of request is: new line, change-plan, assumption of liability, or port. [You can select “no plan change” if upgrading the phone but would like to keep the plans the same]
5. Select the plan if ordering a hotspot. If adding service to an iPad, select the tablet plan. You can also add insurance/features to your device in this section. Keep as “no plan change” if none of these plans are needed.
6. Travel pass instructions are located here.