**WBSA EASE VFO LSR LC Region (Eastern States) Pre-Ordering and Ordering Job Aid**

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# EASE LSR Login

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| 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.centurylink.com/> . (Note: Use Chrome for browser)   * **User Name:** Enter User Name * **Password:** Enter Password * **Module:** select **Local** from the dropdown * Click **Login**     Result: Home Page/Status Screen Displays. |

# LSR Preorder

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| 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.  **NOTE:** **Entries should be in ALL CAPS.** | |
| **Step** | **Action** |
| 1 | Hover over **PREORDER** and click **New**. |
| 2 | * Enter the Managed ESP in **Managed ESP** field, if necessary. It will be the ESP that includes access to the CenturyLink region OCN. * Enter a Tracking ID in the **TXNUM** Field (Note: This will be used to search for any saved Preorder queries.)   **ALERT!** Please make note of the TXNUM populated as it will be used to retrieve preorder information on later steps. |

**LSR Preorder (Continued)**

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| **Step** | **Action** |
| 3 | * Select the OCN in **OCN field**.   Select **A=Address Validation** from the **TX Type** field.  Utilize Values of:   * Click **Initiate** |
| 4 | Enter the following fields as required:   * **CCNA –** CenturyLink region OCN/Company Code * **STATE** – Two Alpha characters * Within the SVC-ADDR-GRP:   + **SANO** – Svc Address Number (required)   + **SASD** – Svc Address St Direction Prefix (required if part of address)   + **SASN** – Svc Address Street Name (required)   + **SATH** – Svc Address Street Type (required)   + **SASS** – Svc Address St Dir Suffix (required if part of address)   + **CITY** – Required   + **STATE** – Two Alpha characters (required)   + **ZIP** (required)   + **LD/LV** – Supplemental information such as unit, bldg., etc. (required if part of address) |

**LSR Preorder (Continued)**

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| **Step** | **Action** |
| 4  cont | * Click **Submit** |
| 5 | Example of Exact Address Match Found. NOTE: use scroll bar for down and up and left and right   * If Exact Address Match Found, click **Save.**   Or   * If Near Match returned:   + Review the alternatives.   + Click on **Change**   + Return to step 4. |

# LSR New Install PON

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| Follow the steps below to create and submit an LSR. | |
| **Step** | **Action** |
| 1 | Hover over ORDER and click New. |
| 2 | * Select the **Managed ESP**, if necessary. It will be the ESP that includes access to CenturyLink region OCN. * Enter the order number in Order Number field. NOTE: Must start with DSL. (Example: DSL12345). * Select the OCN. * Select EB-Resale in Service Field. * Select N-New Installation in Activity field. * Click Initiate. |

**LSR New Install PON (Continued)**

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| **Step** | **Action** |
| 3 | **LSR Form Entry**    LSR Admin Section:   * Enter 1 in LOCQTY field. * Enter the Project ID in PROJECT field. It will always begin with CWS and end in BSA (example: CWSxxxxBSA) * Select B in PROJINDR. * Select E in RTR. * Enter CCNA – CCNA = ACNA     Authorization section:   * Enter (1BF- for Business, 2BF- for Residence) in TOS field. Note: The dash is part of the TOS. * Select DDD (Desired Due Date) |

**LSR New Install PON (Continued)**

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| **Step** | **Action** |
| 3 cont. | LSR Form Entry (continued)  Contact section:   * Enter name of person creating LSR in IMPCON field (to the right of the screen) * Enter TN of person creating the LSR in IMPCON TEL NO field.     Remarks Info section:   * Enter remarks pertinent to the request in REMARKS1. (Example: install pure broadband, speed 10.0) |
| 4 | Click on EU Form    LOC ACCESS section:   * Enter 1 in LOCNUM field. * Enter name of the end-user in NAME field, must be 2 words, ex: McDonald’s Restaurant. |

**LSR New Install PON (Continued)**

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| **Step** | **Action** |
| 4 cont | EU Form Entry (continued)  LOC ACCESS INFO section:   * Enter local contact person in LCON. * Enter local contact person telephone number in TEL NO.     SVC ADDR GRP section:   * Click Search Pre-Order.      * Select the saved Preorder TXNUM related to this request and click on it. |

**LSR New Install PON (Continued)**

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| **Step** | **Action** |
| 4 cont | EU Form Entry (continued)  **Result:** Preorder opens.   * Click **PrePopulate**.     **Result:** EU SVC ADDR GRP pre-populates with valid address. |
| 5 | Click on RS Form  RS ADMIN section:   * Enter 0001 in RSQTY field.     RS SVC DET section:   * Enter N in the TNS field. |

**LSR New Install PON (Continued)**

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| **Step** | **Action** |
| 5 cont | RS Form Entry (continued)  SVC DET GRP section:   * Enter 01 in LOCNUM field. * Enter 01 in LNUM field. * Enter N in LNA field.     LINE RESTRICT 2 GRP:   * Enter NONE in PIC field. * Enter NONE in LPIC field.     FEATURE GRP Section:   * Enter 5 in section(s). * Click Add.     **Result:** There are now 6 Feature fields available to be populated. |

**LSR New Install PON (Continued)**

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| **Step** | **Action** |
| 5 cont | RS Form Entry (continued)  Utilizing the WBSA External Comm Feature Code Spreadsheet, Eastern States Tab, enter FEATURE GRP [1] through [6] with valid Feature Codes for the speed/technology to be ordered. Note: Not all FEATURE fields may be populated; entries may vary depending on whether Static IPs are requested.  <https://www.centurylink.com/wholesale/pcat/wbsaresale.html>  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.   NOTE: FEATURE GRP [5] and [6] can be used for ordering Static IP. If not ordering Static IP, leave them blank and go to next step.  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. |

**LSR New Install PON (Continued)**

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| Step | Action |
| 7 | In top right corner of LSR, click on Save ICON. |
| 8 | In top right corner of LSR, Click on Validate ICON. |
| 9 | If Error Code list returns, correct those errors. Errors must be corrected before PON can be submitted.  Example of Error Code List:    If no errors were received or once PON is error free, click on Submit ICON.    Result: STATUS will show Submitted. |

**LSR New Install PON (Continued)**

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| Step | Action |
| 10 | Click on **Red X** in top right hand corner to exit out of PON.    Result: Home Page/Status Screen will display. |
| 11 | End of process. |

# EASE LSR Logout

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| 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. |