**VERIZON WIRELESS**

**To Set Up Recurring Payments:**

**Log onto Verizon Wireless:** https://b2b.**verizonwireless**.com/

1. Under “Manage Your Account”, use the drop down menu and select “My Business Account”
2. Type in your User Name & Password
3. Click onto Sign In
4. Under Manage Payments, click on Recurring Payments
5. Under Step 1: Select Payment Account,
6. Click on the drop down screen to your unique account name.
7. At this point you can add your credit card information by clicking on Payment Accounts
8. Click on Add Credit Card,
9. Enter your credit card information
10. Click on the Submit button

**To View Invoices:**

**Log onto Verizon Wireless:** https://b2b.**verizonwireless**.com/

1. Click on “Billing”
2. Click “View Statements” in blue located in the middle of the screen
3. Under Account Information, select the account number you want to view through the drop down option
4. Wait for approximately 2 seconds for the screen to refresh
5. Under “Statement Date” enter the invoice date you want to view
6. Click “Display.”
7. Under “Download”, select PDF (note that PDF is already defaulted) and click on “Go.”
8. A message will appear asking if you want to open or save the file.
9. Click Open
10. A PDF format of the statement is now available for you to view.
11. In the detailed section of the invoice, you can see the history of the incoming and outgoing calls each user on the account has made including the date, time, and the duration of the call.

**To Add New Lines of Service:**

Cell phone orders shall be placed directly with the vendor via any of the wireless carrier’s websites. Your department head has been given access to the wireless carrier’s website and should be able to grant access to you. Only a University of Washington Procurement Card (UW ProCard) may be used to place any orders for cell phones and cellular service. All of the vendor contact information and website links can be found at the link below.

**http://f2.washington.edu/fm/ps/how-to-buy/procard/buying-with-procard/what-it-can-buy/cell-phones**

When you place your order with the carrier, make sure to provide them with your user name so that the new account can be added to your department’s list. This will ensure that you will be able to make monthly payments and have access to the account’s invoices.

**To Add Administrators:**

You may add additional Company Users (administrators) to access the Verizon Wireless website to manage accounts. This can be done through the Verizon’s online tool, My Business.

**Log onto Verizon Wireless:** https://b2b.**verizonwireless**.com/

1. Click on “Settings” located on the upper right hand corner.
2. Select “Company Users”.
3. Click on the “Add a User”.
4. Provide information in the required fields for the new company user
5. Click “submit”.
6. You have successfully added a new company user.

This can also be done by contacting Suzanne Johnson-Henn by phone at 425-603-2758 or by e-mail at [Suzanne.Johnson-Henn@VerizonWireless.com](mailto:Suzanne.Johnson-Henn@VerizonWireless.com)

You will need to provide the following information:

1. Your department name
2. Your current online user name
3. The first and last name of the company user
4. Telephone and e-mail address of the company user
5. A User ID and Password of the company user

If you experience any difficulty and need help, you may contact UW-IT’s Business & Finance at 206-543-1997.