



# AT&T IOD Sales ID: I7JLV (Move orders)

For order modifications:

- Change order install type (full or self)
- · Rescheduling a missed install
- Missing or lost modem for self-install orders

Send an email to support and provide customer and order details including the BAN and PIN

Do not include sensitive information like SSN, DOB etc.

To check an order status, use this link:

**AT&T** order status

## **AT&T WSC Process**

\*\*\*Limit WSC - order placement should be no more than 12 days prior to customer move-in\*\*\*

When you receive a WSC - proceed with the order in SARA Plus, if permitted

- 1. Submit a WSC ticket via the WSC form along with proof of residency.
  - Enter I7JLV in the ATTUID section
- 2. **MOVE** orders are worked by the offline team.
  - If the MOVE order number has NOT updated, then you must send an email to <u>support</u> with the information required.
- 3. **NEW** orders send an email to <u>support</u> with the information required immediately,

#### **Required Information**

- Customer's name
- Customer's address
- Move in date
- WSC Form ID

### For New Construction Address Issues:

**Address Validation Request** 

## **Restricted Properties/Connected Communities:**

There are three kinds of restricted sales properties:

- 1. DIRECTV locations but we can sell AT&T Internet and Phone.
- 2. Both AT&T and DIRECTV locations. (Connected communities)
  - a. Pro tip: "Instant On" at att.com is confirmation that we cannot place ANY type of product orders. "Instant On" is a restriction on all products by 3rd party dealers.
- 3. Hybrid connected communities that are restricted, where we cannot sell under the NDS sales code, but we can under our Move/Transfer (IOD) sales code.
  - a. Pro tip: address will display serviceable on the att.com site but no mention of "Instant On".