Dear Vanderbilt Faculty, Staff and Students,

Starting Wednesday February 9th you will be able to order the iPhone 4, the phone that changed everything on America’s most reliable network. The steps below will serve as a guide to either upgrade your existing Verizon Wireless device or becoming a new customer with the Vanderbilt discount on monthly service.

Log into your My Verizon account – www.verizonwireless.com or if you are a new customer visit http://its.vanderbilt.edu/cellphone/verizon/ and select one of the options: VU students click here | VU staff click here

- Choose Shop > Wireless > choose either Upgrade to a new device or Add a line
- **To Add a line:**
  a. Accept the Terms and Conditions
  b. Choose to add the new line to an existing family share plan (4 share lines total) or new individual plan
  c. Choose your plan (note: the site shows the total number of share lines including this new line); Choose add to cart
  d. Review your add a line choice and choose Continue to Select Phone
  e. Scroll down to find iPhone 4 and choose the number of devices needed; click add to cart
  f. Nickname the device or skip
  g. Scroll down to Continue to Select Features
  h. Select Features (txt, navigation, road side assistance, etc.)
     i. Must choose either to accept or decline insurance and choose a data plan to move forward in the process. Choose Continue to select accessories
  i. Select Accessories & Continue -We recommend an executive bundle package. *Look for deals online!*
  j. Choose Continue to check out
  k. Verify Info (correct device, plan, accessories, ect) Choose Continue to check out
  l. Key in Billing info; Choose continue
  m. Key in Payment info; Bill to Account or Credit Card; Choose continue
  n. Review your order; Choose continue
  o. Submit order

- **To Upgrade a Line**
  o Accept the terms and conditions
  o Choose while line or lines to upgrade; Choose Continue
  o From this point follow the same process in choosing device as a new line (e-o from above)

- Your new Verizon Wireless iPhone 4 will be fulfilled and shipped

Thank you for choosing Verizon Wireless!!

For assistance in ordering your New Verizon Wireless iPhone 4 please contact our 24 hour customer support line at 1(800) 922-0204.