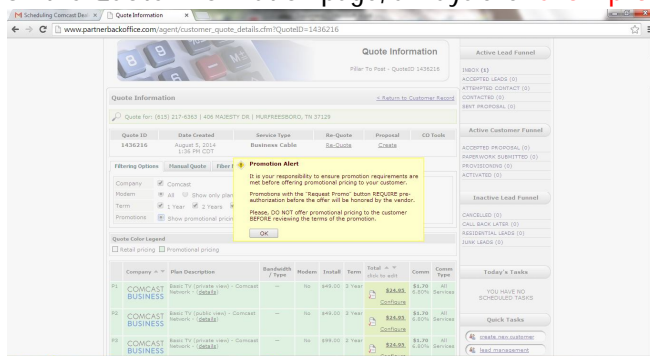




How to create a Comcast Business Quote

1. Click '**create a new customer**' link under the Quick Tasks (bottom right)
2. Enter in your customer's information, click continue
3. On the Customer Information Page, there is a dotted box under the customer's address. Under the heading **GEOQUOTE**, hover over and click the letter '**D**' (which stands for data).
4. Under 'Business Services' choose **Business Cable** and click continue
5. On the Quote Information page, always click **show promotional pricing** in the box near the top



6. This screen will pop up. Click **OK**
7. Now decide which internet you want to choose for your customer. If you're choosing a bundle, be sure to choose the proper double play or triple play with the internet option you desire. Once you have decided on the package to choose, click **Configure** located under the price.
8. Simply follow the prompts while completing the Comcast Agreement. Remember: Comcast always requires 2 contact phone numbers... So include your contact on the IT Contact page. If the customer has an IT contact just include their IT contact's info.
9. Once completed, a PDF Comcast Agreement will be sent to your email inbox immediately. You may also access the PDF on the Customer Information page under 'Attached Documents'
10. Customer needs to sign page 3 for Internet Only deals. Customer must sign page 3 and 4 if they are porting phone numbers from another carrier.

Let us know if you have any questions.

Account Coordinators @ Mitech
615-249-5072