Create **New** Service:
Login using Net ID Name and Password
Click Login

You will be presented with the “HOME” page
Your role in Pinnacle is “Department Manager”
Click “Services”

Click “Add Service and Subscriber”
Enter
First name
Last Name
For “Department” enter org code or click the “magnifying Glass” to search

Click Search
Click on department number
Click Next

Click the circle for Voice
Click Next
Enter completed date (5 business days)
Enter additional information  “Any More Information”
Please enter contact name and number or click the “magnifying Glass” to search
Click Next

Click Next (NO INPUT NEEEDED)
Enter Billing Code (if you do not know your code...choose magnifying glass to search)
Enter floor, room, and jack for new location
Enter the phone type in the “other new location information” box
Click Next

Click next
Click Finish

Click “no”
Check item showing cart
Click Submit Checked

Click “checkout Items”
You will be given a Request# (make note of this number for your records)