

## Ordering Mobile Phones for Business Use

### AT&T mobile phones

Departments ordering university-provided mobile phones should review the cell phone policy at [case.edu/bizpolicies/cellpda/cellpdaint050111.pdf](http://case.edu/bizpolicies/cellpda/cellpdaint050111.pdf).

Steps for ordering a phone and accessories are listed below:

1. Go to [https://www.wireless.att.com/business/index.jsp?\\_requestid=16189](https://www.wireless.att.com/business/index.jsp?_requestid=16189)
2. Log in with the username and password (request from Telephone Services).
3. Follow the instructions on the screen for steps One, Two and Three.
4. Proceed to add equipment, accessories and plan to Your Cart.
5. When finished, click "**Checkout.**"
6. Complete the Contact Information. Note: Shipping Information cannot be changed.
7. Complete the Billing & Payment Information and click on "**Add These Charges to My Monthly Bill**".
8. After order and details are completed, click "**Continue to review your order**" and "**Send.**"
9. Your Order cart will be sent to Telephone Services for approval.
10. Once your order has arrived you will receive an email from telephone services for pickup.

### Sprint mobile phones

Departments ordering university-provided mobile phones should review the cell phone policy at [case.edu/bizpolicies/cellpda/cellpdaint050111.pdf](http://case.edu/bizpolicies/cellpda/cellpdaint050111.pdf).

Steps for ordering a Sprint phone and accessories are listed below:

1. Review the Sprint site at [sprint.com](http://sprint.com) and decide what items to purchase.
2. Fill out the Sprint order form and save it to your computer.
3. Send an email to [adphone@case.edu](mailto:adphone@case.edu) with the form attached.
4. Telephone Services will contact you when the order has been processed and received.