# Wholesale Self Serve training module

Changing Megalink services

Bell

The following process describes the steps to issue an order to change Megalink services in Wholesale Self Serve (WSS).

The following reference materials are available:

- Training video that covers submitting an EI order in WSS
- To request a support session, click here
- To request new user credentials, click here

1. Logon to the Bell Business Portal
2. Under the **Categories** menu, click **Ordering** then click **Wholesale Self Serve Service Request**
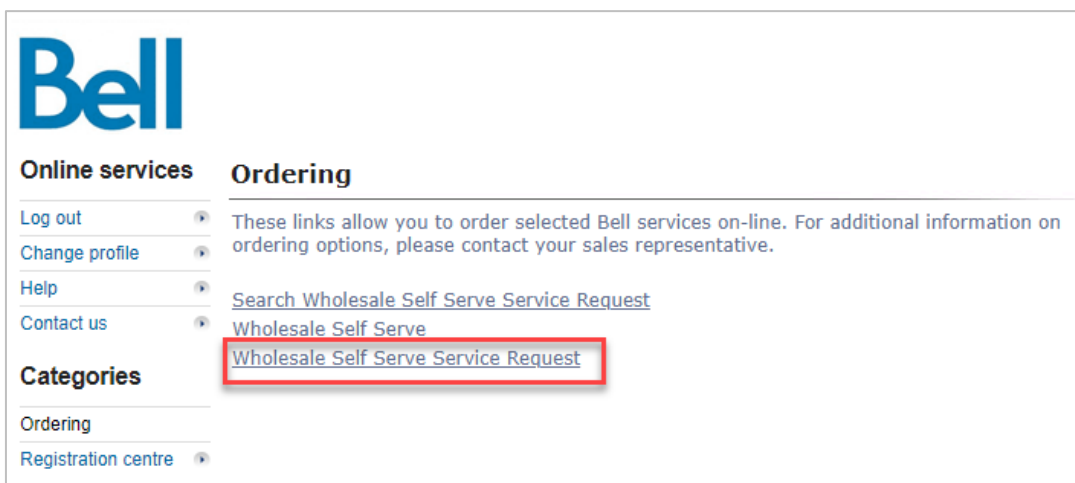
3. Select **Voice** from the Product Category drop-down menu
4. Enter a Company Name and Purchase Order Number (PON)
5. Select a Service Region

6. Enter an Existing Account number

7. Select **Continue**

8. Select **Add Line Item**

9. Select **ISDN Megalink** from the Product/Service menu
10. Select **Change existing service** from the Activity menu
11. Enter the Existing Telephone Number associated with the service
12. If you know the circuit number, add it here. If not, click Create

13. Enter the Existing Data Account Number

Order Information

*Existing Data Account Number: 123673425

Access Type: ○ DS1   ○ DS3

Quantity of DS-1(s) to be added:

Quantity of DS-1 to be removed:

Do DS-1(s) Terminate on DS-3 Circuits(s)?:   ○ Yes   ○ No

DS-3 Circuit: [   ]   [+]

[   ]   [-]

14. Click **Service Address**

15. Enter the service address

*End Company Name:

abc

Civic Number Prefix:

*Civic Number: 123

Civic Number Suffix:

*Street Name: verdun

Street Type: Street ▼

Street Direction: West ▼

Location Type:

Location Number:

Additional Location Name:

Additional Location Number:

*Municipality/City: Montreal

*Province/State: Quebec ▼

Postal code/Zip code: J7m1g5

*Country: Canada ▼

16. Enter the Site Contact details or select **Copy** to populate your information

17. Click **Save Service Address**

18. Click **Continue**
19. Select the Requested Due Date

20. Review the order and update, if required, by clicking **Edit**
21. Save the order as a pdf by clicking **Print**, if required.
22. Click **Submit**

- Note, upon submitting the order, changes must be made by clicking the revise button on the homepage or clicking cancel to completely cancel the order.