

Table of Contents

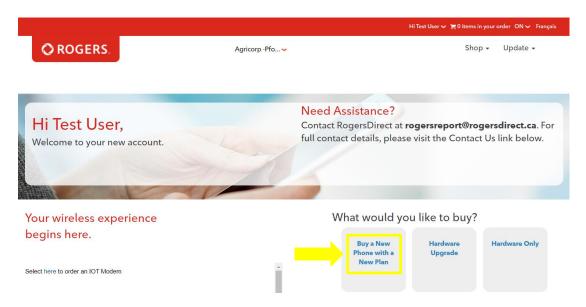
How do I order a new phone?	3
How do I upgrade my existing phone?	8
How do I order a SIM card?	13
How do I order an accessory?	17
How do I check the status of my order?	22
How do I add Rogers Enterprise Device Enrollment?	24
How do I return a device?	25
Device Trade-In:	
How do I submit a stand-alone Trade-In?	27
How do I submit a Trade-In with an order?	32
How do I search for the Trade-In orders?	34

A STEP BY STEP GUIDE TO SUBMIT A NEW ACTIVATION

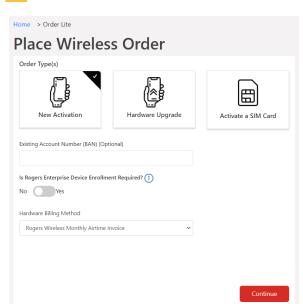
How to Place a New Activation Order

1 Select Order Type

On the homepage, select **Buy a New Phone with a New Plan**.



2 Place Wireless Order



Provide **Existing Account Number (BAN)** if available, otherwise a new BAN will be created.

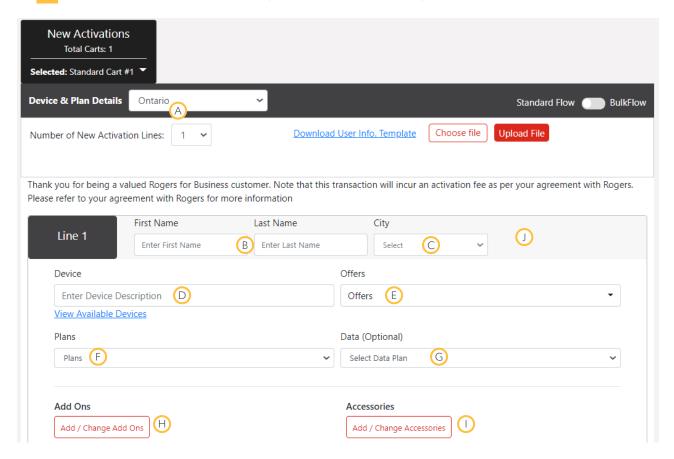
Use the slider to select whether Rogers Enterprise Enrollment is required. More details will be provided in a separate job aid.

Select the **Hardware Billing Method** using the dropdown.

Click Continue.

A STEP BY STEP GUIDE TO SUBMIT A NEW ACTIVATION

3 Product and Plan Selection (Default selections shown)

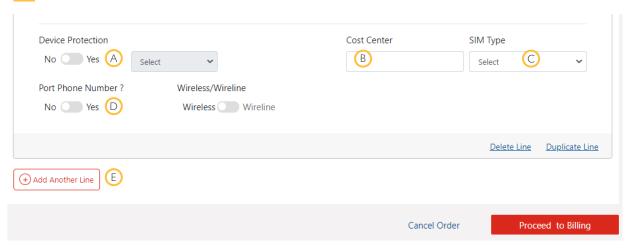


- A. Select **Province** for activation and number of lines requested.
- B. Enter user's **First Name** and **Last Name**.
- C. Select Exchange City using dropdown.
- D. Select **Device** by typing the name or choose from the **View Available Devices** link.
- E. Select Offer using dropdown.

- F. Select **Plan** using the dropdown.
- G. Select **Data** from dropdown if necessary.
- H. Click **Add/Change Add Ons** if customer requests additional add ons, which can be searched by name.
- I. Click **Add/Change Accessories** if requested.

A STEP BY STEP GUIDE TO SUBMIT A NEW ACTIVATION

3 Product and Plan Selection (con't)



- A. Select Yes to **Device Protection** if requested and choose applicable SOC from dropdown.
- B. Enter **Cost Center** if necessary.
- C. If applicable, select the **SIM Type**. The usual option is "Rogers SureTap LTE Multi SIM".
- D. The default for porting is set to "No". Once set to "Yes", fill in additional information required.
- E. Select **Add Another Line** if necessary and then repeat Step 3.

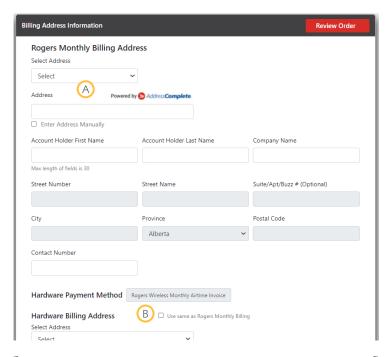
Click Proceed to Billing.

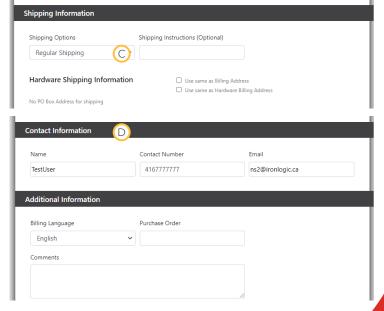
A STEP BY STEP GUIDE TO SUBMIT A NEW ACTIVATION

- 4 Checkout Billing and Shipping Address, Payment Information
- A. Fill in the address for monthly billing.
 - An option to select an address from the dropdown is available if an address was provided on the back end.
- B. Enter the Hardware Billing Address and Hardware Shipping Address. Check the box for Use same as Rogers Monthly Billing if applicable.
- C. Select **Shipping Options** from the dropdown. Enter **Shipping Instructions** (e.g. Buzzer code) if required.
- D. Provide **Contact Information** for the order.

Acknowledge the Terms and Conditions.

Click **Submit** to finalize the order.



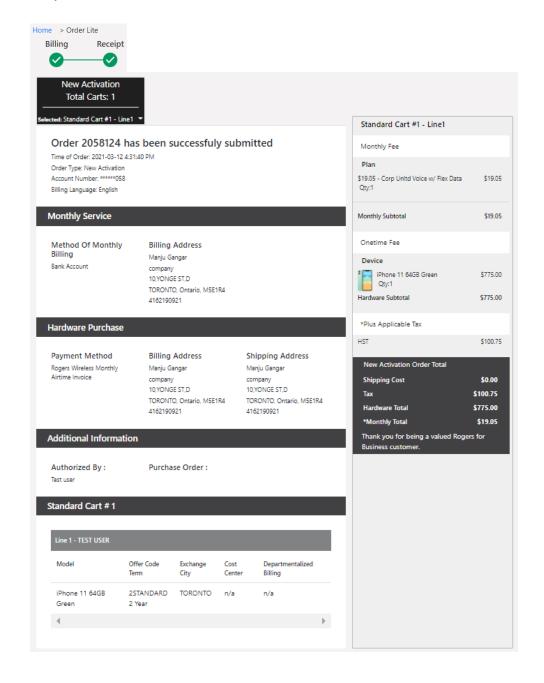




A STEP BY STEP GUIDE TO SUBMIT A NEW ACTIVATION

5 Receipt

This is your order confirmation.

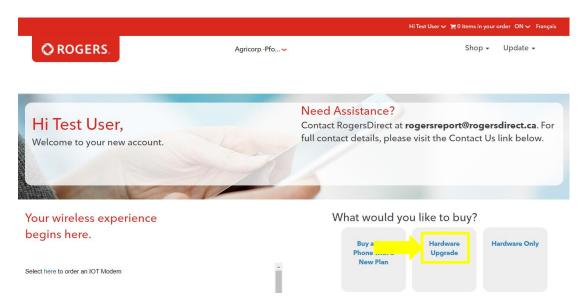


A STEP BY STEP GUIDE TO SUBMIT A HARDWARE UPGRADE

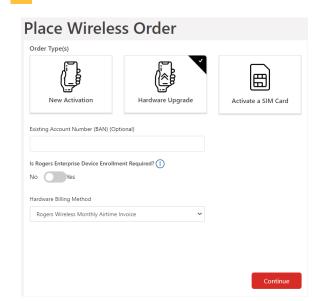
How to Place a Hardware Upgrade Order

Select Order Type

On the homepage, select **Hardware Upgrade**.



2 Place Wireless Order



Provide **Existing Account Number (BAN)** if available.

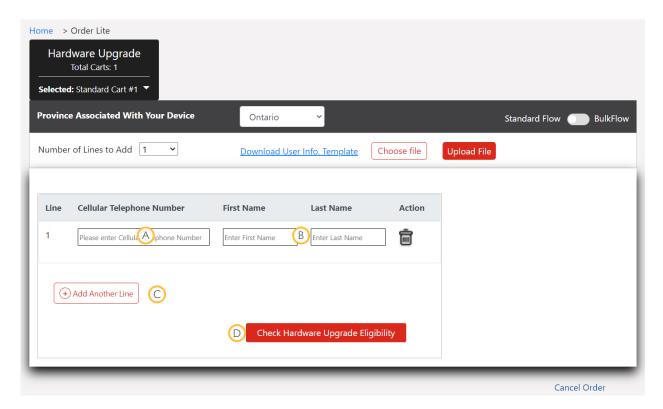
Use the slider to select whether Rogers Enterprise Enrollment is required. More details will be provided in a separate job aid.

Select the **Hardware Billing Method** using the dropdown.

Click Continue.

A STEP BY STEP GUIDE TO SUBMIT A HARDWARE UPGRADE

3 Check eligibility (Default selections shown)

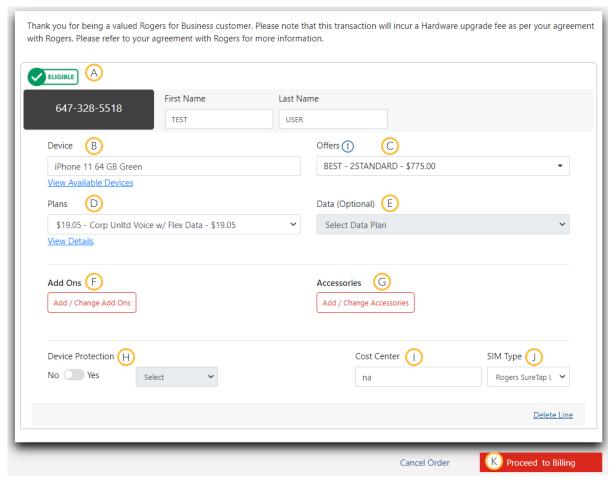


- A. Enter the Cellular Telephone Number.
- B. Enter user's **First Name** and **Last Name**.
- C. Select **Add Another Line** if necessary and repeat the above steps.
- D. Select Check Hardware Upgrade Eligibility to continue.



A STEP BY STEP GUIDE TO SUBMIT A HARDWARE UPGRADE

3 Check eligibility



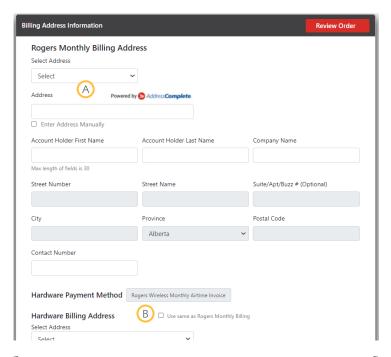
- A. CTN must be eligible to proceed with the next steps.
- B. Select **Device** by typing the name or SKU* or choose from the **View Available Devices** link.
- C. Select **Offer** using dropdown.
- D. Select Plan using dropdown.
- E. Select **Data** from dropdown if necessary.
- F. Click Add/Change Add Ons if customer requests additional add ons, which can be searched by name.
- G. Click Add/Change Accessories if requested.
- H. Select Yes to **Device Protection** if requested and choose applicable SOC from dropdown.
- I. Enter **Cost Center** if necessary.
- J. If applicable, select the **SIM Type**. The usual option is "Rogers SureTap LTE Multi SIM".
- K. Click **Proceed to Billing** to continue to the next step.

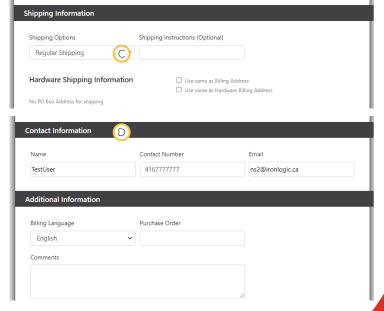
A STEP BY STEP GUIDE TO SUBMIT A HARDWARE UPGRADE

- 4 Checkout Billing and Shipping Address, Payment Information
- A. Fill in the address for monthly billing.
 - An option to select an address from the dropdown is available if an address was provided on the back end.
- B. Enter the Hardware Billing Address and Hardware Shipping Address. Check the box for Use same as Rogers Monthly Billing if applicable.
- C. Select **Shipping Options** from the dropdown. Enter **Shipping Instructions** (e.g. Buzzer code) if required.
- D. Provide **Contact Information** for the order.

Acknowledge the Terms and Conditions.

Click **Submit** to finalize the order.



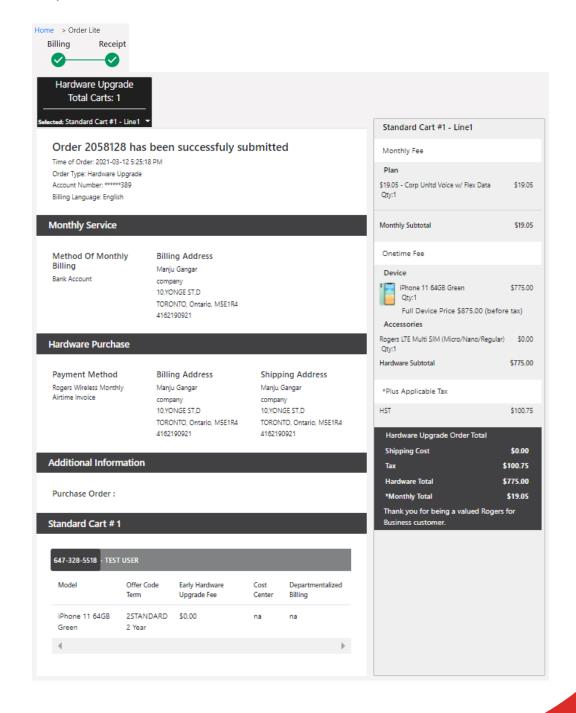




A STEP BY STEP GUIDE TO SUBMIT A HARDWARE UPGRADE

5 Receipt

This is your order confirmation.

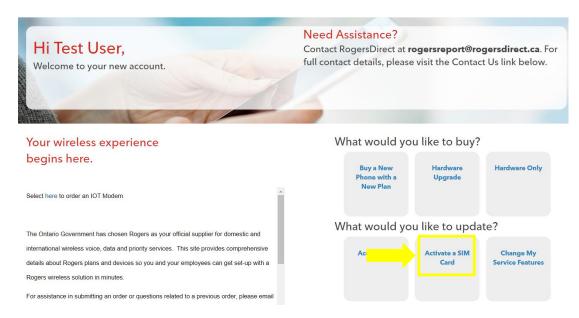


A STEP BY STEP GUIDE TO SUBMIT A SIM ACTIVATION

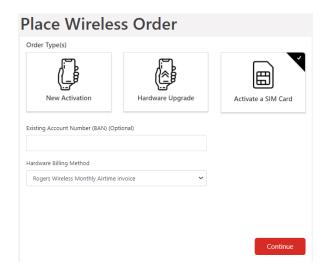
How to Place a SIM only (BYOD) Activation Order

Select Order Type

On the homepage, select **Activate a SIM Card**.



2 Place Wireless Order



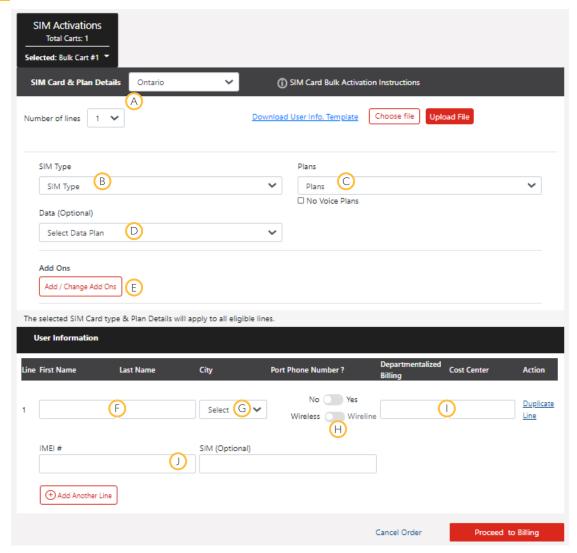
Provide **Existing Account Number (BAN)** if available, otherwise a new BAN will be created.

Select the **Hardware Billing Method** using the dropdown.

Click Continue

A STEP BY STEP GUIDE TO SUBMIT A SIM ACTIVATION

3 SIM Card & Plan Details (Default selections shown)



- A. Select **Province** for activation and number of lines requested.
- B. Select the **SIM Type**. The usual option is "Rogers SureTap LTE Multi SIM".
- C. Enter **Plan** by using the dropdown.
- D. Select **Data** if necessary.

- E. Click Add/Change Add Ons if customer requests additional add ons.
- F. Enter user's **First Name** and **Last Name**.
- G. Select Exchange City using dropdown.
- H. Enter "111111111111119" into the **IMEI #** field.

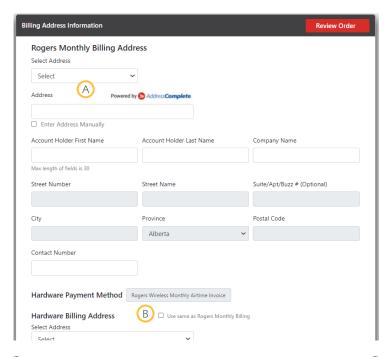
Click Proceed to Billing.

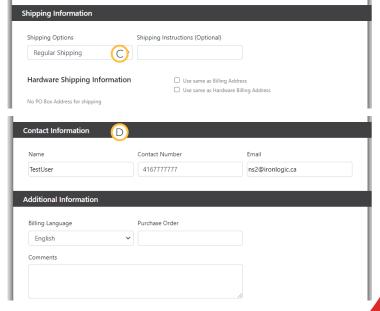
A STEP BY STEP GUIDE TO SUBMIT A SIM ACTIVATION

- 4 Checkout Billing and Shipping Address, Payment Information
- A. Fill in the address for monthly billing.
 - An option to select an address from the dropdown is available if an address was provided on the back end.
- B. Enter the Hardware Billing Address and Hardware Shipping Address. Check the box for Use same as Rogers Monthly Billing if applicable.
- C. Select **Shipping Options** from the dropdown. Enter **Shipping Instructions** (e.g. Buzzer code) if required.
- D. Provide **Contact Information** for the order.

Acknowledge the **Terms and Conditions**.

Click **Submit** to finalize the order.



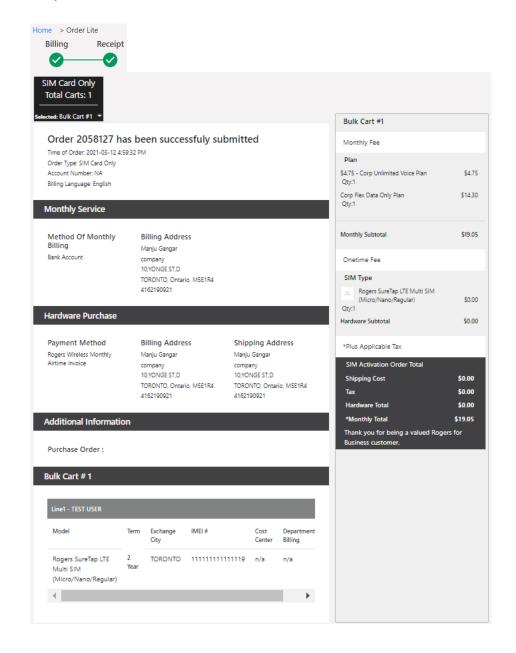




A STEP BY STEP GUIDE TO SUBMIT A SIM ACTIVATION

5 Receipt

This is your order confirmation.



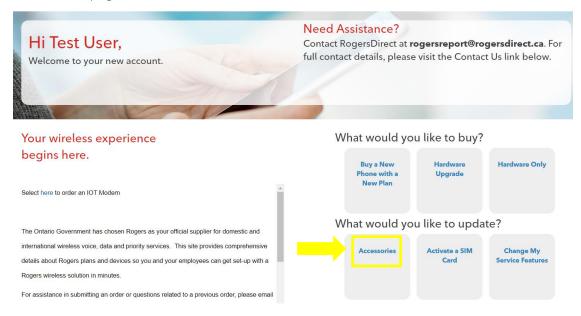


A STEP BY STEP GUIDE TO SUBMIT AN ACCESSORY ORDER

How to Place an Accessory Order

Select Order Type

On the homepage, select Accessories.

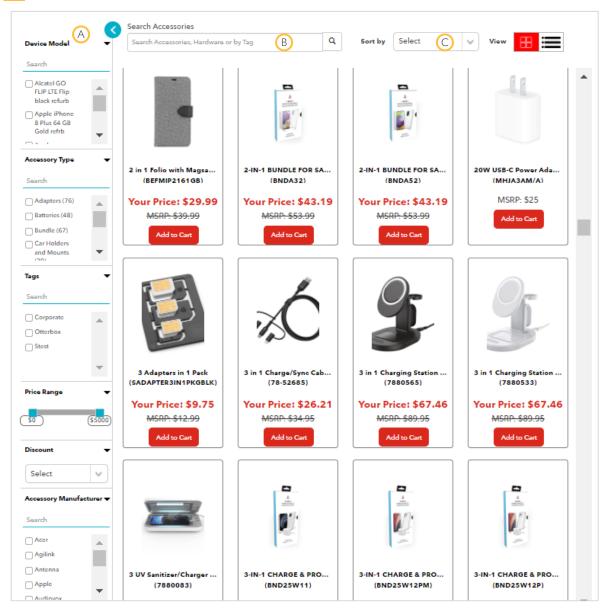


Or, click the **Shop** menu along the top and select **Accessories**.



A STEP BY STEP GUIDE TO SUBMIT AN ACCESSORY ORDER

2 Accessories



- A. Use the **filter** function to locate the accessory
- Device Model
- Accessory Type
- Tags

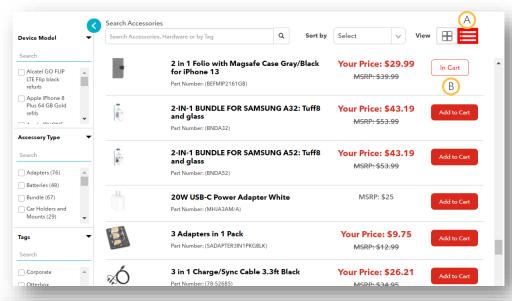
- Price Range
- Discount
- Manufacturer

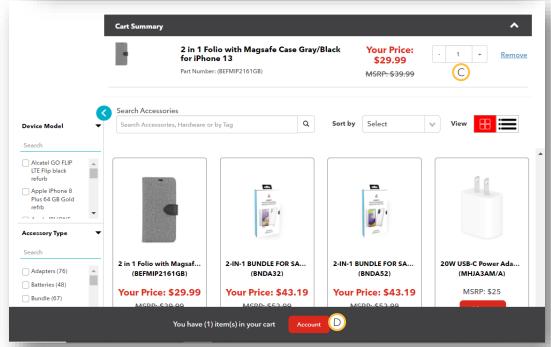
- B. Use to search for Accessories
- C. Use to sort alphabetically or by price



A STEP BY STEP GUIDE TO SUBMIT AN ACCESSORY ORDER

2 Accessories (cont.)

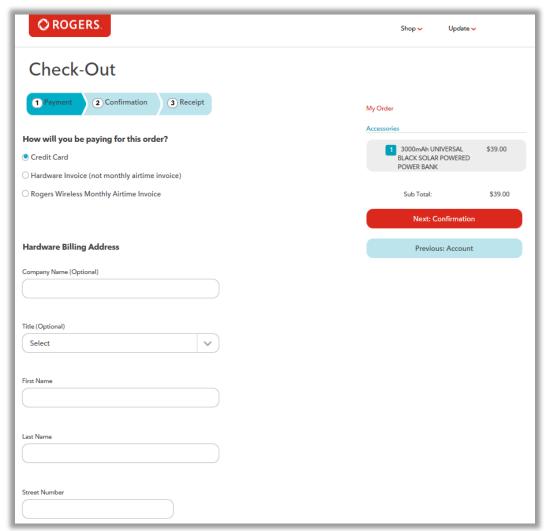




- A. You can use this option to switch View
- B. Click **Add to Cart** to select the desired accessory
- C. Adjust the **Quantity** of the accessory as needed in the cart summary
- D. Click **Account** to proceed.

A STEP BY STEP GUIDE TO SUBMIT AN ACCESSORY ORDER

3 Check-Out



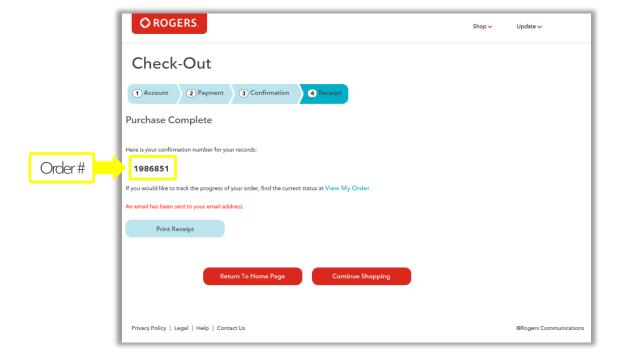
- On the Check-Out Page, you have the option to pay by:
 - Credit Card
 - Hardware Invoice (not monthly airtime invoice)
 - Rogers Wireless Monthly Airtime Invoice
 - An Existing phone number from the account is Mandatory if the payment method is Rogers monthly invoice
- Fill out the Hardware Billing Address and the Shipping Address.
- Select the **Shipping Cost** (Regular Parcel or Express Post).
- Click Next: Confirmation.



A STEP BY STEP GUIDE TO SUBMIT AN ACCESSORY ORDER

5 Receipt

- Review the order and finalize the purchase.
- Purchase Complete!
 - Please take note of your **Order number**.
 - An email will be sent to your email address.
 - You also have the option to Print Receipt.

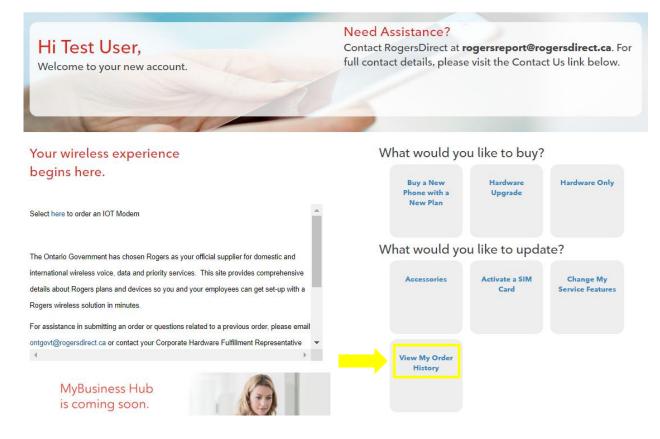


A STEP BY STEP GUIDE TO CHECK AN ORDER STATUS

How to Check the Status of an Order

1 Select Order History

On the homepage, select View My Order History.



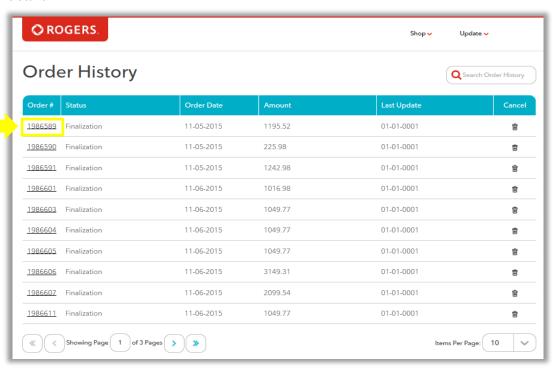
Or, click the **Update** menu along the top and select **Order History**.

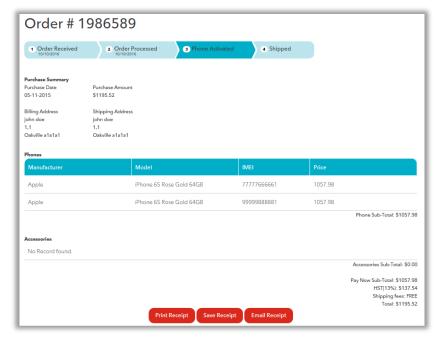


A STEP BY STEP GUIDE TO CHECK AN ORDER STATUS

2 Order History

In **Order History**, you can view all your orders and the status. Click on an **Order #** to view the details.







A GUIDE TO ENROL IN ROGERS ENTERPRISE DEVICE ENROLLMENT

Rogers now offers our Enterprise clients Device Enrollment from all 3 major manufactures:

- Apple Business Manager (ABM)
- Samsung Knox Mobile Enrollment (KME)
- Google Android Zero-Touch (AZT)

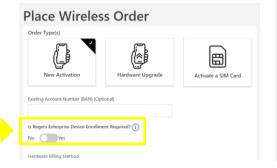
REDE (Rogers Enterprise Device Enrollment) offers a seamless deployment method for corporate-owned devices making large scale rollouts fast, easy and secure for organizations, IT and employees. This program makes it simple to configure devices online and have them shipped with enforced EMM (Enterprise Mobility Management) so employees can open the box and get started.

Please contact your Rogers Account or Service Manager if you need to add this option to your site.

How to Enrol in Rogers Enterprise Device Enrollment (REDE)

1 Place Wireless Order

Select **Yes** to the question **Is Rogers Enterprise Device Enrollment Required?**



2 Select REDE Type

On the screen where you select hardware and plan, use the **Select REDE Type** dropdown.



Few Reminders:

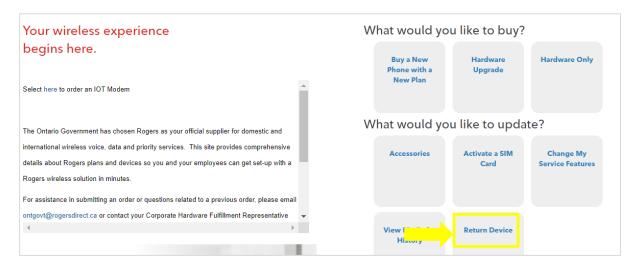
- Please make sure that your company is registered in an eligible REDE program.
- Your Rogers Account/Service Manager can assist you with the registration.
- To enroll, you will need to enter your Existing Account Number (BAN).
- A one-time \$20 enrollment charge may apply.

A GUIDE TO RETURN A DEVICE

How to Return a Device

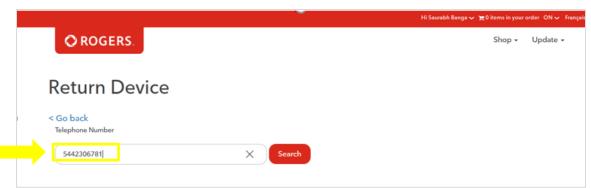
1 Place Wireless Order

Select Return Device.



2 Return Device

Enter the Cellular Telephone Number that is being returned. Click **Search**.



In the search result, click **Return Device**.

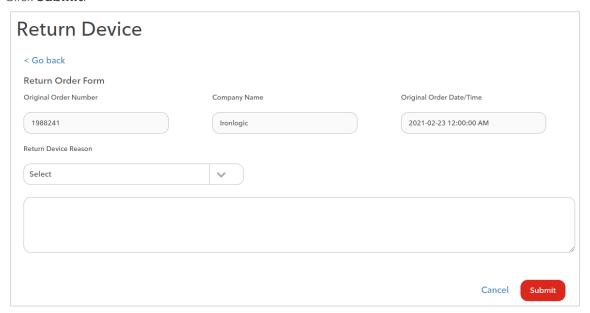
Original Order Number	Original Order Date/Time	Action
1988241	2021-02-23 12:00:00 AM	Return Device

A GUIDE TO RETURN A DEVICE

Select a **Return Device Reason** using the dropdown.

Enter notes to explain why device is being returned.

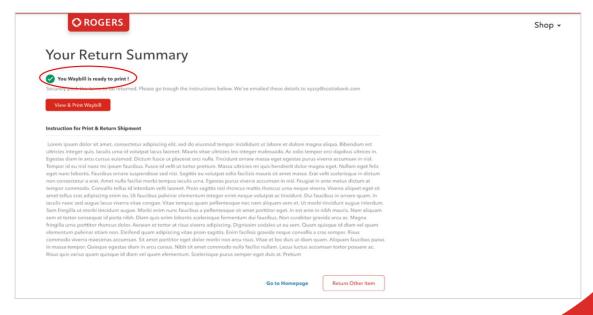
Click Submit.



3 Confirmation

View the policy and checklist instructions.

Click View & Print Waybill.





A STEP BY STEP GUIDE TO SUBMIT A DEVICE TRADE-IN

You will now have the option of trading in your new or used wireless device(s) in exchange for a Rogers bill credit.

How to enable the option to your site:

Please answer the checklist and provide all the information to your Rogers support team (Service Manager, Account Manager, or Business support team). They will then submit the request to enable this option.

- 1. Provide the BAN (Rogers Account Number) that you want the trade-in credit to be applied to
- 2. Provide a corporate admin name & email address
- 3. Order Type (New Activation, Hardware Upgrade, Stand-alone Trade-in, or All order type)
- 4. Device retrieval method (Email waybill, Print waybill, Send Return kit, or All option)
- 5. Do you want to send the reminder emails to Corporate admin, End users, or both?
- 6. Do you want to send the locked device email notification to Corp admin, end users or both?

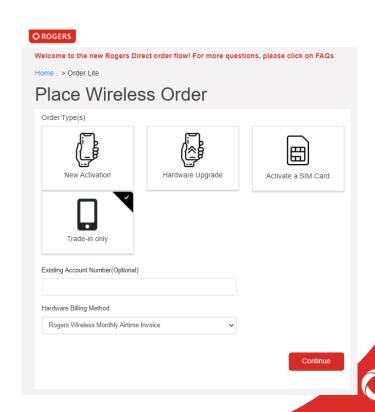
How to Trade-In your Device (for stand-alone)

Select Order Type

Click the **Trade-In Devices** tile on the Rogers Direct landing page.

With Trade-in only selected, enter the account number, if needed, and click **Continue**.

You can also trade-In a device with a New Activation or Hardware Upgrade order

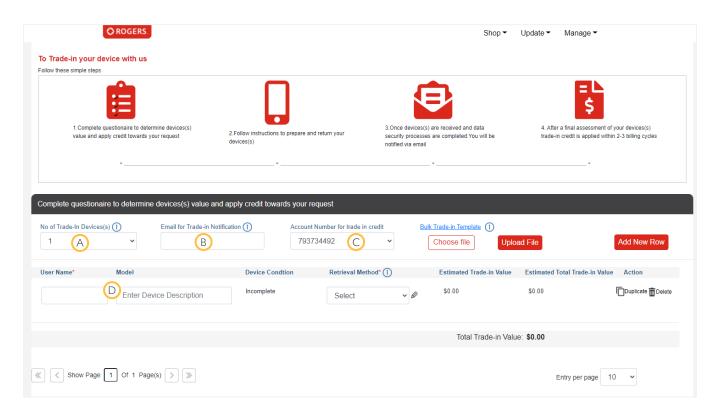


A STEP BY STEP GUIDE TO SUBMIT A DEVICE TRADE-IN

2 User & Device Information

To Trade-in your device with us, follow these simple steps

- Complete questionnaire to determine devices(s) value and apply credit towards your request
- Follow instructions to prepare and return your devices(s)
- Once devices(s) are received and data security processes are completed. You will be notified via email
- After a final assessment of your devices(s) trade-in credit is applied within 2-3 billing cycles

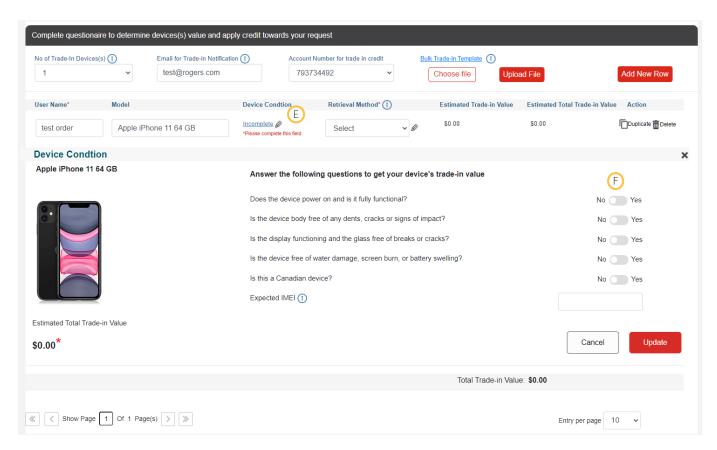


- A. Select the **number of devices** you want to trade in.
- B. Enter an email address to receive notifications for the trade-in request
- C. Provide the account number on which you want to apply the trade-in credits (if there is more than 1 account number).
- D. Enter the Username and the **Model of the device** you are seeking to trade in.



A STEP BY STEP GUIDE TO SUBMIT A DEVICE TRADE-IN

3 Determining Estimated Trade-In value

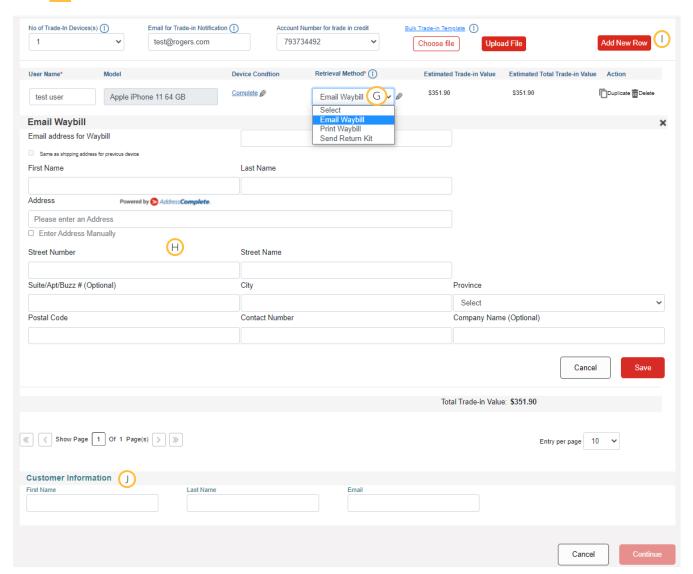


- E. Click the **pencil** under Device Conditions to begin the questionnaire.
- F. Toggle the response to each question about the device between **Yes and No**.
 - 1. Enter the IMEI of the device, if available.
 - 2. The estimated trade-in value for the device will update.
 - 3. The actual trade-in value will depend on the device's condition once received by Rogers.
 - 4. Click Update.



A STEP BY STEP GUIDE TO SUBMIT A DEVICE TRADE-IN

4 Retrieval Method

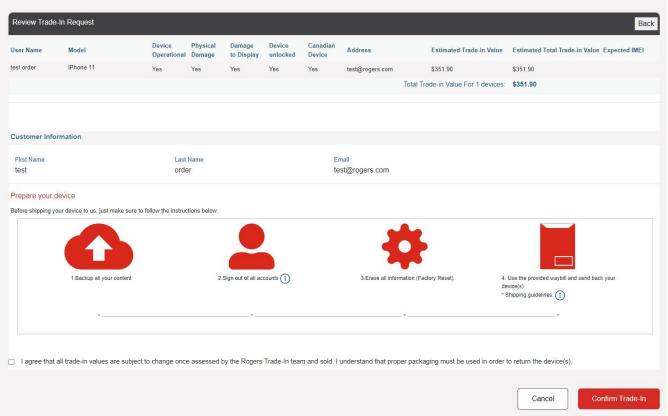


- G. Select the desired retrieval method.
 - A return waybill for the device can be shipped, emailed to the user of the device, or printed.
- H. Provide the required information, if applicable. Click **Save**
- I. If you are seeking to trade-in more than one device, you can click Add New Row and repeat the same steps.
- J. Once you've added all the devices you are seeking to trade in to the Customer Information section, enter your First and Last names and Email Address.

A STEP BY STEP GUIDE TO SUBMIT A DEVICE TRADE-IN

5 Confirmation

Trade-in Device(s):



- Review the **summary** of the Trade-in Request to ensure everything is accurate.
- It is important to prepare all devices prior to shipment:
 - Back up all your existing content.
 - Sign out of all accounts on the device.
 - Erase all information by completing a factory reset.
 - Ship the device back using the provided waybill.
- Click the **checkbox** to agree to the terms and conditions.

Click Confirm Trade-in.

A confirmation will appear with the Request ID and the DLM ID(s).

An email will also be sent with the request details, including the Request ID and DLM Click **Print Waybill** to access the return waybills, if applicable.

After a final assessment of your device(s), the trade-in credit will be applied to the account within 2-3 billing cycles.

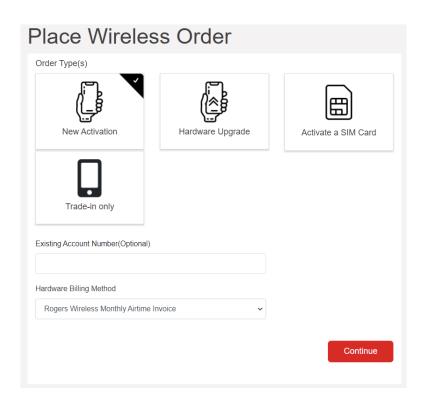
A STEP BY STEP GUIDE TO SUBMIT A DEVICE TRADE-IN

How to Trade-In your Device (with an order)

Select Order Type

Click the **New Activation or Hardware Upgrade** tile on the Rogers Direct landing page.

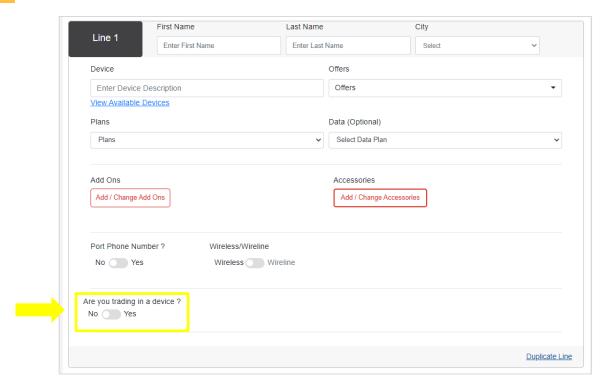
For New Activation & Hardware Upgrade orders, place the orders as what you normally do (no changes on the process)



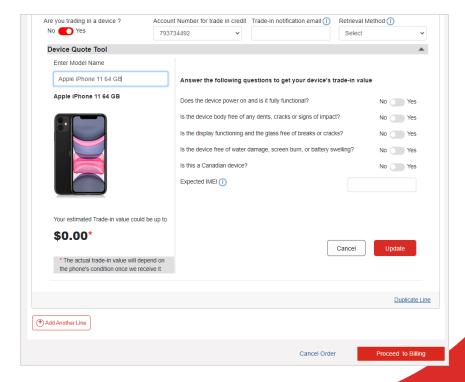


A STEP BY STEP GUIDE TO SUBMIT A DEVICE TRADE-IN

2 The Trade-In option is default to No, Click **Yes** to enable it



Fill out all the required information, proceed to Billing and submit the order





A STEP BY STEP GUIDE TO SEARCH FOR A TRADE-IN ORDER

How to search for a Trade-In order from the dashboard

1 From the **Manage** section at the top, choose the **Trade-In Dashboard** option.

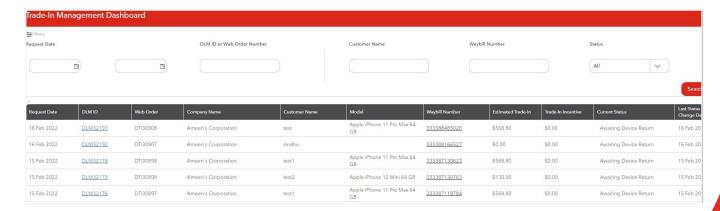


2 Trade-In Management Dashboard

A trade-in order can be searched with the parameters of:

- Date range of From and To
- DLM ID
- Request ID
- Customer Name
- Waybill Number
- Status

Click the **DLM ID** number (hyperlinked in blue) to see the details of the trade request and the device (including Trade-In Quote vs Trade-In Results).





A STEP BY STEP GUIDE TO SEARCH FOR A TRADE-IN ORDER

3 Request Details

If any action needs to be taken by the customer, an email containing a link will be sent to the person's email address entered for notification about the device trade-in. Here they can find updates in the **Current Status** section.

To go back to the Dashboard search page, click **Cancel** at the bottom.

