



Frontier Edge Colocation Location Assessment Process

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Frontier Wholesale
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Purpose

Assist Frontier's Customers when ordering EDGE Colocation. Document will outline steps on how and when to update the **Location Assessment** file while working with the Frontier Account Team.

Customer/Account Team Build First Steps

Customer will Access the Location Assessment File

1. [Edge Colocation Assessment and Ordering \(frontier.com\)](#) and click on Location Assessment. Enter information specific to each Edge Colocation location requested in Columns **A-AR** on the **INITIAL REQUEST** tab within the **Location Assessment** file.
2. Update as many rows as is required to include all locations (requests in excess of 100 locations will require a 2nd file).
3. Save the file (include company name and state(s) in the file name) and email Frontier.Implementation.Request@ftr.com for processing to provide estimated costs.

Account Team will review Location Assessment and provide estimated costs

4. The Account Team will email the updated **Location Assessment** file back to the customer with the instruction to review the newly visible **ESTIMATED COSTS BY LOCATION** tab to determine if they wish to proceed.

Customer review of estimated costs

5. Review and update the **ESTIMATED COSTS BY LOCATION** tab column **G** with **YES** or **NO** to relay the decision to continue with a physical site review to determine actual costs.
6. Save the file and reply via email to the assigned Frontier Account Management Team Member.

Account Team will have physical site verifications conducted

7. Once the physical space, power and actual costs are available, the account team will email the results to the customer. The Account Team will advise of any **NOT ELIGIBLE** locations.

Customer review of actual costs

8. Review **ACTUAL COSTS BY LOCATION** tab within the **Location Assessment** file to determine which locations your company wishes to move forward for inclusion to a signed Schedule/Addendum with Frontier; Column **H** should be updated to **YES** or **NO** to reflect your company's decision.
9. Save the file and reply via email to the assigned Frontier Account Management Team Member to initiate negotiations of Schedule/Addendum.

Account Team and Customer engage in Contract Negotiations

Account Team will provide site configuration file

10. Once Schedule/Addendum is signed, the assigned Frontier Account Team will email the **EDGE COLOCATION CUSTOMER CONFIGURATION** file to the customer.

Customer completion of configuration file

11. Populate the file for each location included in the Schedule/Addendum. Complete one site configuration tab per location (select the **ADDITIONAL SITE** button to match the number of locations required) within the **EDGE COLOCATION CUSTOMER CONFIGURATION** file.
12. Save the file and email to the assigned Frontier Account Management Team Member to initiate the Edge Colocation Build Process.

Change Log

Date	Page Number	Change
8/23/2021		New

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