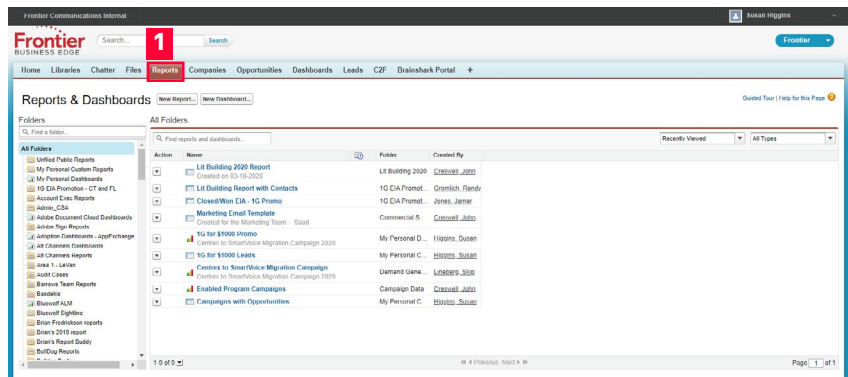


# ETHERNET PROSPECTING

To help you identify buildings and companies that are easier to sell due to their fiber availability, we have uploaded hundreds of thousands of records into Salesforce. These records have been captured in a report that will identify those that are in your module. The steps below will identify how you retrieve the report and get to the list of locations that you can approach for Ethernet services. You can also refer to this video tutorial.

## Step 1

Log in to Salesforce and navigate to the Reports tab. You'll see a list of report folders along the left side of the page.



## Step 2

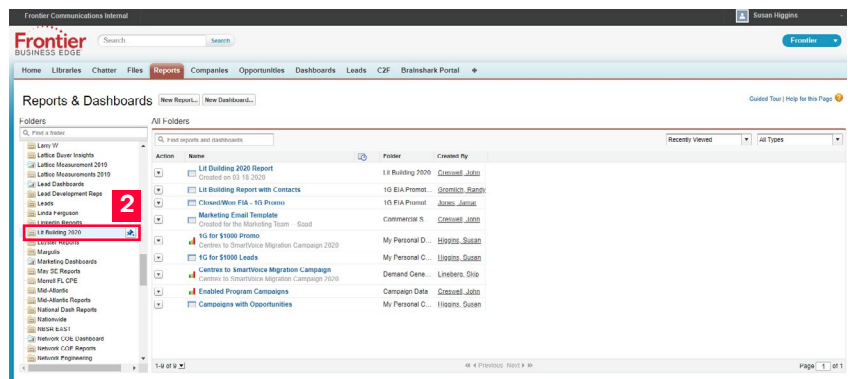
Scroll down on the reports folder list until you find a folder called: "Lit Building 2020". Alternatively, you could use the

search box located at the top of the folder list. Our recommendation is to Pin this folder (moving it to the top of the list)

to get easy access to it the next time you go to your reports. To do this, hover your mouse on the report "Lit Buildings

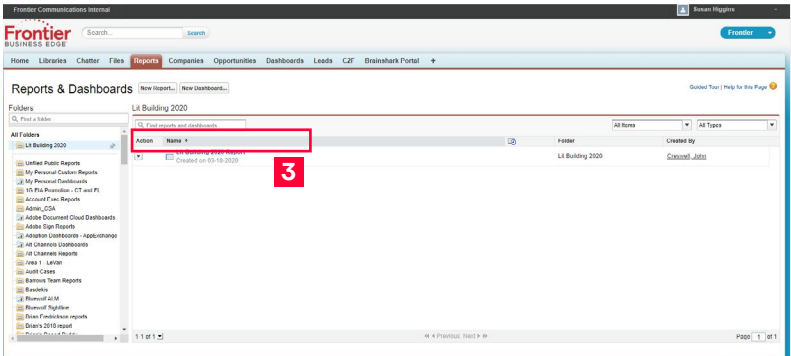
2020" folder and a thumbtack will appear to the right. Click on the thumbtack image and choose "Pin to Top." The

report folder now appears at the top of your reports list for easy access.



Step 3

Now click on the Lit Building 2020 Report that is located within the Lit Building 2020 Folder. You will see the report in the middle of the page.



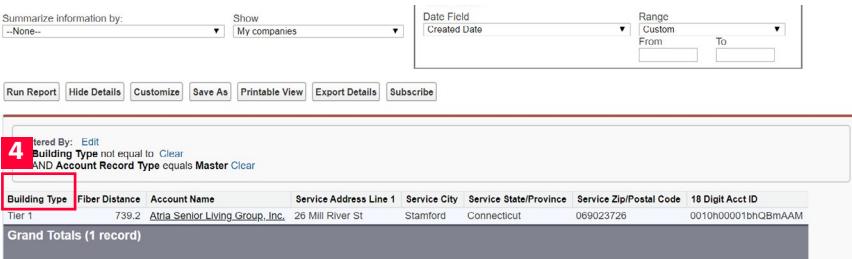
Step 4

By default, the report will show accounts in your module and the identifying characteristic of either LIT or TIER1.

To help further clarify what it means, here are some short definitions of each:

- **Lit:** A business location where fiber is run and turned up.
- **Tier 1:** A business location where fiber is not run or turned up at the location, but the address is less than.

2,000 feet of Frontier’s fiber access point.



Step 5

You can now choose an account that you wish to view in more detail from your report. You can do this by clicking on the account name or right-clicking on it, to open it on a new tab. After you do that, scroll down on the account detail page until you find a section called “Service Availability and Penetration.” There, you’ll see the fiber distance and whether it’s a LIT or Tier 1 building.

