# **FAQs**

#### What is O<sub>2</sub> Open?

O<sub>2</sub> Open is an employee perks scheme.

## How can I find out if my employer has signed up for O<sub>2</sub> Open?

You'll need to check with your employer to see if they're registered for  $O_2$  Open. If they are, you'll need the five character  $O_2$  Open company code which is unique to your employer. The person to speak to will be your employer's HR or benefits manager.

#### How many O<sub>2</sub> Open discounts can I have?

At any one time, you can have a maximum of two  $O_2$  Open discounts, one on the Airtime Plan of an  $O_2$  Refresh phone tariff, and one on the Airtime Plan of an  $O_2$  Refresh tablet or Mobile Broadband data tariff. The  $O_2$  Refresh Airtime Plan covers the monthly cost of your calls, texts and data. The discount doesn't apply to your Device Plan, which is the monthly cost of your device.

#### What O<sub>2</sub> Open discounts are available?

For O<sub>2</sub> Airtime Plans with 3GB or more data a month, you can get a 25% discount on the Airtime Plan. And for Airtime Plans with less than 3GB data a month, you can get a 15% discount on the Airtime Plan.

#### What do I need to do to get my O<sub>2</sub> Open discounts?

There are three quick and easy steps that you need to complete to have your O<sub>2</sub> Open discount applied.

#### Step 1 – Registration

Start by signing in to My  $O_2$  Open at o2.co.uk/open using your My  $O_2$  username and password. You'll need the five character  $O_2$  Open company code that you'll get from your employer.

#### Step 2 – Verify your registration

When you register, we need to confirm that you work for the company or organisation, so you will need to give us a valid work email address. We will send a validation link to this email and you will need to click this link to complete validation. Alternatively you can give us your National Insurance number and upload a recent copy of your payslip. We will check these details and send you an email to your personal email address to let you know that you've been validated successfully. This will take up to three days.

#### Step 3 – Apply your discount

Once we have verified your registration, you can log back into o2.co.uk/open and select the number you would like the discount applied to. Once the  $O_2$  Open discount has been applied, it will continue for the remainder of your  $O_2$  Refresh contract. If you upgrade to a new  $O_2$  Refresh contract, you'll need to re-apply for the  $O_2$  Open discount.

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#### Why do you need my payslip?

We will use your payslip to verify that you work for the company or organisation you have told us you work for. We don't need to see any details other than your name, the date the payslip was issued, the company you work for and your National Insurance number. The remaining information can be hidden, but ensure that we are able to read the above information to avoid any delay on the discount being applied.

#### Will you keep my payslip information safe?

Yes, once your payslip has been approved, the stored payslip image will be deleted. If your application is declined, we will store the payslip image for up to a month to allow any problems to be resolved. You are able to start afresh and upload a new payslip. If you do this, the original payslip image will be deleted.

#### Are there any tariffs and plans not eligible for O2 Open?

We don't include Pay As You Go, any non  $O_2$  Refresh tariffs, sharer plans or business accounts in the  $O_2$  Open scheme. Sim only deals are also excluded.

#### Can I request an O2 Open discount at any time?

You need to request the O<sub>2</sub> Open discount within 28 days of the start of your O<sub>2</sub> Refresh contract.

## My O<sub>2</sub> Refresh contract started more than 28 days ago. Can I still get an O<sub>2</sub> Open discount?

If you're not ready to upgrade just yet or your minimum period hasn't finished yet, that's fine. Take your time and once you're ready to upgrade, just remember to request an  $O_2$  Open discount within 28 days of upgrading to a new eligible  $O_2$  Refresh contract.

#### Are there any devices excluded from O<sub>2</sub> Open?

You can check this at o2.co.uk/open.

## I already have a discount. Can I also have an O<sub>2</sub> Open discount?

No. If you already have a discount in place, then you won't be able to add an O₂ Open discount.

# I'm currently with another service provider, but I'd like to move to O<sub>2</sub> Open and keep my number. How do I do this?

Want to move to  $O_2$  and  $O_2$  Open? It's easy, and you can even keep your number. Simply get in touch with your current provider and ask them for a PAC code - this is the authorisation code that will let you transfer your number. Then give us your PAC code when you order online, or take it in to your local  $O_2$  store and they'll arrange the rest for you.

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#### **Leaving O₂ Open**

If you leave your company after signing up to  $O_2$  Open, or your company or organisation leaves  $O_2$  Open, you'll continue to get your  $O_2$  Open discount until the end of your  $O_2$  Refresh contract.

### Who do I speak to if I have a problem with my discount?

To check the status of your  $O_2$  Open discounts, just log into My  $O_2$  Open account at o2.co.uk/open. If you need further assistance then just call 202 free of charge from your  $O_2$  mobile or visit your local store.

#### Can I get a discount on anything else, like accessories?

Yes, we haven't changed our  $O_2$  Open discounts on accessories and you will still get 20% off in store.

#### How do I get my accessories discount?

Just pop into store with proof of your employment and receive 20% off our great accessories in store.