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Purpose

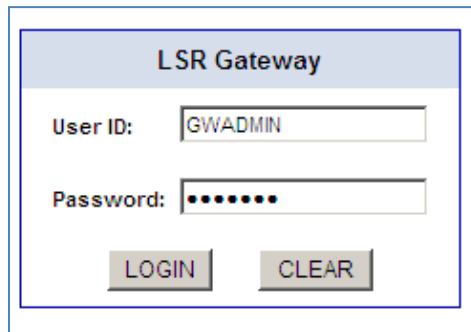
The purpose of this document is to provide administrators for each Local Exchange Carrier (LEC) with the steps to view and modify their company information, set up new users for their company, and modify existing user's passwords.

1 Logging into the Gateway

The link to access the LSR Web Portal is at

http://www.integratelecom.com/about/Carrier_To_Carrier_Migration_Information.php

1. Click on the "Access the LSR web portal" link

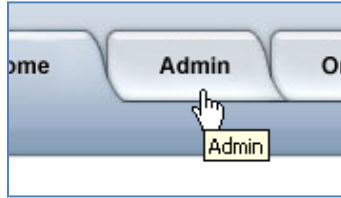


2. The Portal will launch and the log in screen will appear.
3. Enter the administrator User Identification and Password provided by Integra.

User Id	Provided User ID
Password	Password

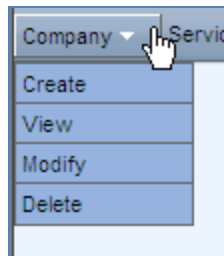
4. Click the **Login** button

2 Administrative Functions



Once in the LSR Portal click on the **Admin** Tab in the upper right of the screen for the Administration section

2.1 Viewing the Company Profile



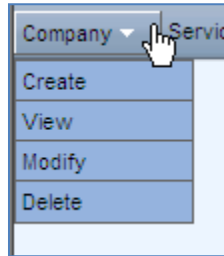
1. Select **Company** from the menu and click **View**.

View Company
Total No of Companies: 0

#	Company	CCNA
1	INTEGRA	S09

2. This allows the administrator to see what CCNA values are set up for the company.

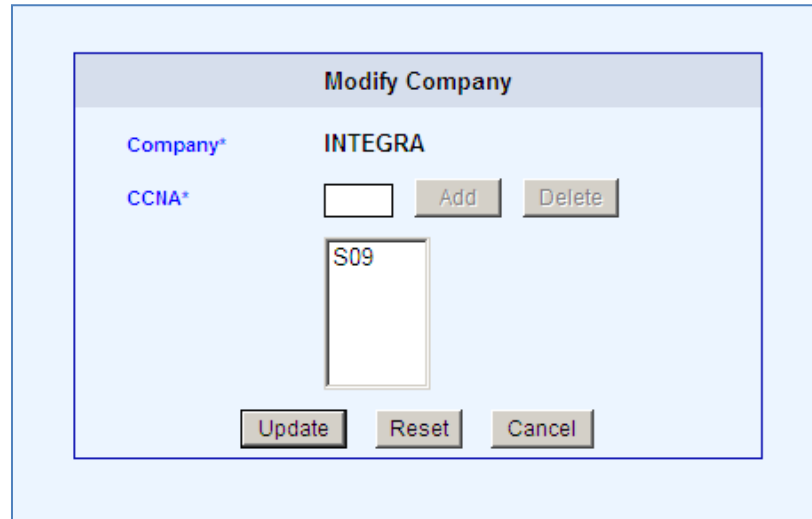
2.2 Modifying the Company Profile



1. If the information in the view company screen is incorrect or incomplete go to **Modify** to update the information.

Modify Company		
Total No of Companies: 0		
#	Company	CCNA
1	INTEGRA	S09

2. Click on the company name to open the profile window.



Modify Company

Company* INTEGRA

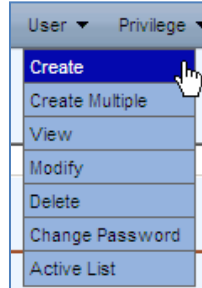
CCNA* Add Delete

S09

Update Reset Cancel

3. Enter any additional CCNA's in the box provided and click **Add**.
4. To remove incorrect information, highlight the value no longer needed and click **Delete**.
5. When finished click the **Update** button.
6. Before clicking Update, all values can be returned to the last saved option by clicking on the **Reset** button.
7. Before clicking Update, changes can be removed by clicking the **Cancel** button.

3 Creating a User Profile



1. Go to **USER** on the menu.
2. If creating a single user select **Create**.
3. If creating more than one user select **Create Multiple**.

3.1 Creating a Single User

Create User

Company*	INTEGRA
User Name*	<input type="text"/>
User ID*	<input type="text"/>
Password*	<input type="password"/>
Re-enter Password*	<input type="password"/>
Privilege Name*	<input type="text"/>

4. Enter the information for each user in the fields.

Required Fields	Criteria
Company Name	Name of Company (Defaults)
User Name	Enter the full name of the user
User Id	Create User's Identification
Password	Password should be a minimum 6 characters with one numeric
Re-Enter Password	Re-enter the same password
Privilege Level	Choose CLEC User for most users

5. Click the **Create** button to enter the user in the database.
6. Click the **Clear** button to remove all data from the fields.
7. Click the **Cancel** button to exit the set up screen and clear all data.
8. Click the **Create Another** button to set up a different user.

3.2 Creating Multiple Users

Create Multiple Users for Company INTEGRA

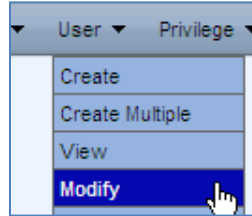
#	User Name*	User Id*	Password*	Re-enter Password*	Privilege Name*
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Enter the information for each user in the fields.

Required Fields	Criteria
User Name	Enter the full name of the user
User Id	Create User's Identification
Password	Password should be a minimum 6 characters with one numeric.
Re-Enter Password	Re-enter the same password.
Privilege Level	Choose CLEC User for most users

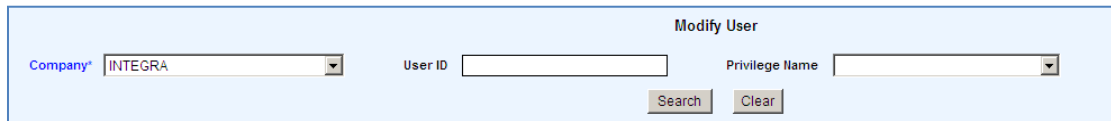
2. Click the **Create** button to enter the user in the database.
3. Click the **Clear** button to remove all data from the fields.
4. Click the **Cancel** button to exit the set up screen and clear all data.

4 Changing Passwords



1. To change a user's password go to **USER** in the menu bar and select **MODIFY**

NOTE: The **Change Password** option is for that user to change their password.

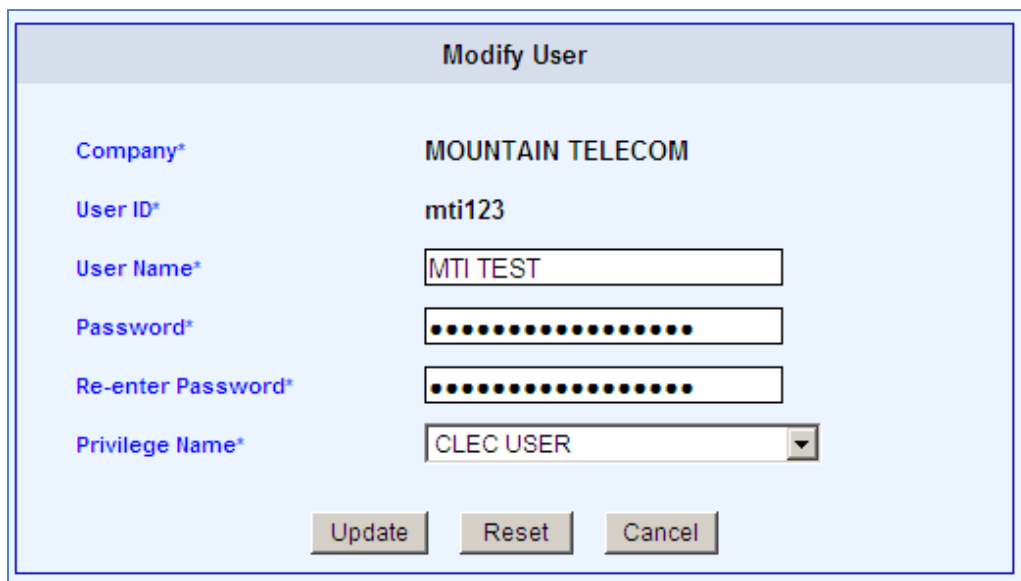


A screenshot of the 'Modify User' search form. It features three input fields: 'Company*' with a dropdown menu showing 'INTEGRA', 'User ID' with a text input field, and 'Privilege Name' with a dropdown menu. Below the fields are two buttons: 'Search' and 'Clear'.

2. Select the company from the dropdown
3. If the administrator knows the ID to be changed, enter it into the **User ID** field and click on the **Search** button.
4. If the administrator does not know the specific ID, leave the User ID field blank and click the **SEARCH** button to see all user ids.

3	testuser1	Jane Doe	DEFAULT USER	-	-
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5. Click on the user id to open the modify window.



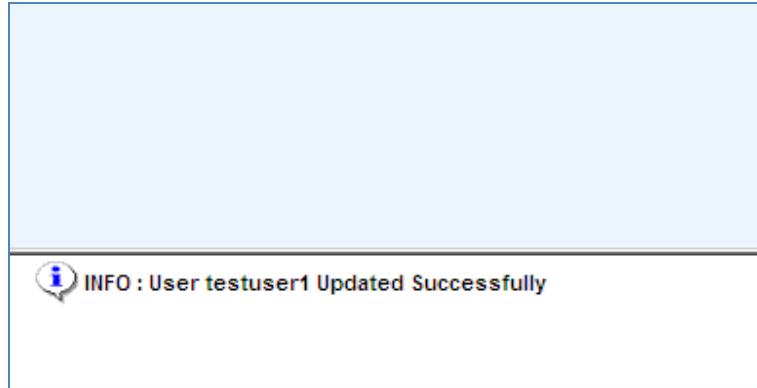
A screenshot of the 'Modify User' form. The form is titled 'Modify User' and contains the following fields and values:

- Company*: MOUNTAIN TELECOM
- User ID*: mti123
- User Name*: MTI TEST
- Password*: [Redacted]
- Re-enter Password*: [Redacted]
- Privilege Name*: CLEC USER

At the bottom of the form are three buttons: 'Update', 'Reset', and 'Cancel'.

6. Enter a Password.
7. Re-enter the same Password.

- Click the **Update** button.



- A successful message should appear.

5 Issue Resolution

- If technical issues are encountered using the portal, please contact: PortalTechnicalTeam@integratelecom.com.
- If there are issues with a CSR Request for a user please visit: http://www.integratelecom.com/about/Carrier_To_Carrier_Migration_Information.php
- Refer to the Integra CSR/LSR Contact Information Document for assistance.

Revision Log

Date	Requested By	Changed By	Description of Changes
Date change was published	Who wanted the change	Who made the change to the doc	Overview and reasons for changes <ul style="list-style-type: none"> Item changed and page number where change occurred.