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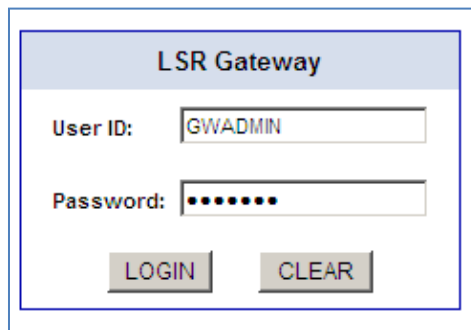
Purpose

The purpose of this document is to provide users with the basic functionality of Integra’s LSR Portal.

1 Logging into the Gateway

The link to access the LSR Web Portal and information on Integra’s LSR information can be found at http://www.integratелеcom.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 User Identification and Password provided by the company administrator.

User Id	Provided User ID
Password	Password

4. Click the **Login** button

2 Home Tab



ORDERS
[Create a New Order](#)
[Create from an Existing Order](#)
[Create a Supplement Order](#)
[Create from a Saved Order](#)
[Create from a Template](#)
[Create Voice Products](#)

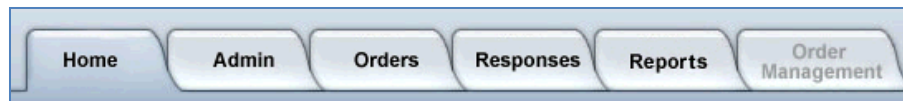
RESPONSES
[Create a LR Response](#)
[Create a LSRCM Response](#)
[Create a DSRED Response](#)
[Create a DSCN Response](#)
[Create an ERROR Response](#)

REPORTS
[Order Reports](#)
[Response Reports](#)
[Notification Reports](#)

USER WORKLIST
[Recent 20 Orders by paetec1](#)
[Recent 20 Responses by paetec1](#)
[Recent 20 Orders History by paetec1](#)

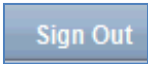
The Home tab is the default screen after logging into the portal.

2.1 The Screen Tabs



Tab	Function
Home	Default start screen, contains links to create LSR, view reports, and for users for view activity of last 20 orders
Admin	Users can change password
Orders	Users can create, print, delete LSRs and templates
Responses	This tab has no functions available for the users
Reports	Users can search for saved or sent LSRs and responses sent from Integra

2.2 Sign Out



Users can return to the login screen by clicking the Sign Out link on the right hand side of the screen under the tabs.



2.3 Quick Links

ORDERS	RESPONSES	REPORTS	USER WORKLIST
Create a New Order Create from an Existing Order Create a Supplement Order Create from a Saved Order Create from a Template Create Voice Products	Create a LR Response Create a LSRCM Response Create a DSRED Response Create a DSCN Response Create an ERROR Response	Order Reports Response Reports Notification Reports	Recent 20 Orders by paetec1 Recent 20 Responses by paetec1 Recent 20 Orders History by paetec1

Section	Use
Orders	Create New LSRs and supplement existing LSR's
Responses	These links are not useable
Reports	Search for LSRs, responses from Integra, and notifications
User Worklist	A short cut for the user to view their last 20 orders and status

User Worklist

2.3.1 Recent 20 Orders

#	PON	VER	SERVICE TYPE	TIME	CCNA	SC	REQ TYPE	ACT	DOC NO	STATUS
1	i12750	01	NP	01-26-2011 07:14:26	IOR	PT01	CB	V		Sent
2	i12013	02	NP	01-26-2011 06:47:15	IOR	PT01	CB	V		Sent
3	i12013	01	NP	01-26-2011 05:29:06	IOR	PT01	CB	V		Sent
4	i11403	02	NP	01-25-2011 08:07:55	IOR	PT01	CB	V		FOC
5	i11472	01	NP	01-25-2011 07:46:28	IOR	PT01	CB	V		Sent

A list of the last 20 order created by the user with the order status.
 Orders can be viewed by clicking the link to the PON, but not supplemented.

2.3.2 Recent 20 Orders History

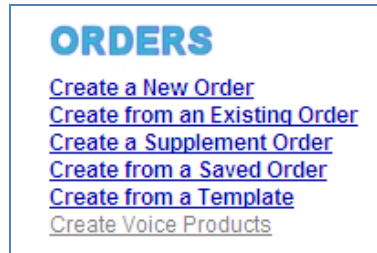
#	PON	VERSION	SERVICE CENTRE	DOCUMENT TYPE	DOCUMENT NUMBER	STATE	TIME	CORRESPONDING RESPONSE
1	i12750	01	PT01	LSR		Sent	01-26-2011 07:14:26	N/A
2	i12013	02	PT01	LSR		Sent	01-26-2011 06:47:15	N/A
3	i12013	01	PT01	LSR		Sent	01-26-2011 05:29:06	N/A
4	i11403	02	PT01	LSR		FOC	01-25-2011 08:07:55	i11403.02 (LR)
5	i11472	01	PT01	LSR		Sent	01-25-2011 07:46:28	N/A
6	i11403	01	PT01	LSR		Sent	01-25-2011 07:37:36	N/A

A list of the last 20 order created by the user with the order state (status) and a link to the Local Response (LR.)
 Orders and responses can be viewed by clicking the links. LSRs can be viewed by clicking the link to the PON, but not supplemented.

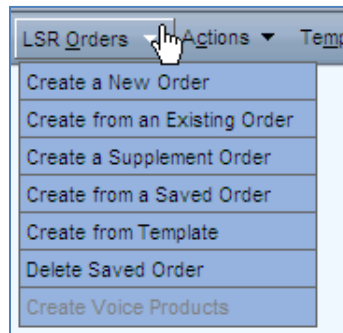
3 Orders

Orders can be created from two places.

3.1 From Home tab



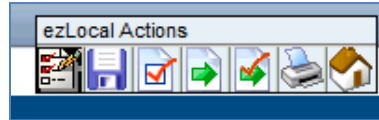
3.2 From the Orders tab



Action	Type
Create a New Order	Start an LSR with all fields blank
Create from an Existing Order	Search for an existing LSR to start a new LSR with a new PON using the data populated from the existing LSR
Create a Supplement Order	Search for an existing LSR to cancel, change the requested due date, or make other changes
Create from a Save Order	Search for a saved LSR to create a new LSR using the entered data
Create from Template	Search for a template that was created with pre-populated data
Delete Save Order (Order tab menu only)	Deleted a saved order from portal. Can not delete an order that has been sent.

3.3 Order Actions

3.3.1 Local Action Toolbar

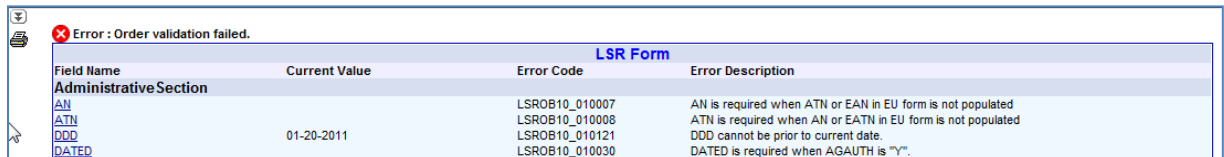


Once the LSR forms screen is open, an Local Actions toolbar will appear in the upper right.

Button	Action
Pre-Populate	This functionality is not available at this time.
Save	Save the current data
Validate	System will validate the fields for errors
Send	(Not recommended) Sends the LSR as is without checking for errors
Validate & Send	Validates the fields for errors and if no errors are found, sends the LSR to Integra
Print	Sends the LSR forms to a preview window where they can be printed
Orders Home	Returns user to Orders tab. Will ask if user wants to save orders before exiting the LSR.

These functions can also be found in the Orders toolbar under **Actions**

3.3.2 Validation



Field Name	Current Value	Error Code	Error Description
AdministrativeSection			
AN		LSROB10_010007	AN is required when ATN or EAN in EU form is not populated
ATN		LSROB10_010008	ATN is required when AN or EATN in EU form is not populated
DDD	01-20-2011	LSROB10_010121	DDD cannot be prior to current date.
DATED		LSROB10_010030	DATED is required when AGAUTH is "Y".

When an LSR is validated, the portal will verify the fields that match the rules for the current Local Service Ordering Guide (LSOG.)

If there are any fields that do not pass validation, error message will appear on the bottom of the screen with the field name and a description of the error.

Clicking on the field name link will bring up the form and field on the screen that must be addressed.

3.3.3 General Order Rules

The forms provided in the Portal use the current Order and Billing Forum (OBF) LSOG version.

For specific information on what fields are required, conditional, or optional and what information is needed to populate the fields, see your company's documentation on the current standards.

Additional Order Rules

1. The version (VER) must be numeric characters only and should start with 01. This is the default when creating an LSR.

2. Populating an email address will provide the user email responses when an LSR is sent to Integra, received by Integra, and when Integra returns a Local Response. An email address is not required to submit an LSR.
3. The AGAUTH and Dated fields must be populated to indicate authorization has been granted. The carrier must affirmatively indicate that it has the proper authorization (from the end user and other needed authorization, if any) on LSR requests, or Integra will reject the request.
4. Fields with the title in Blue, are required fields. Other fields may still be conditional and may error when a validation is done.

3.3.4 Navigation Bar

<p>Loop Service Number Portability Request (LSOG10 - OBF)</p> <p>LSR Form</p> <p>EU Form</p> <p>LSNP Form</p> <p>DL Form</p>
--

When an LSR is opened, a navigation bar will appear on the left for the user to move between the required forms.

3.3.5 Adding End User Information

End User Information		
Add End User Information . . .		
Location Number	End User Name	

To **Add End User Information**, click the link to open the EU form and populate the information required.

Number of End User Location Access : 1		
Add End User Information . . .		
Location Number	End User Name	
001	Bob's Bobber Shop	X

When the End User form has been populated the screen will show the Location Number and Name.

If the data needs to be updated, click on the **Location Number** link to open the form to edit.
To delete the location and start over, click the **X** icon.

3.3.6 Adding Numbers to the LSR



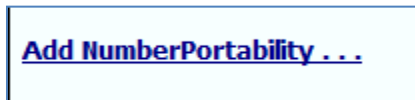
Click the **LSNP Form** or the **NP Form** to enter TN's to the request.
Depending on whether the request is an LSNP or NP the next link will appear slightly different.

[Add Loop Service with Number Portability Information . . .](#)

Location Number	Line Number	Line Activity	

An LSNP form example

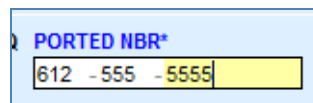
To enter numbers, click the link to **Add Loop Service with Number Portability Information**



An NP form example

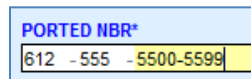
To enter numbers, click the link to **Add Number Portability**

3.3.6.1 Single Number



For one number on the form enter the 10 digits (NPA-NXX-XXXX).

3.3.6.2 Number Range



For a consecutive number range enter the NPA and NXX, then enter the first number of the range and the last number of the range separated by a dash (-).

3.3.6.3 Entering Multiple Single Numbers or Ranges

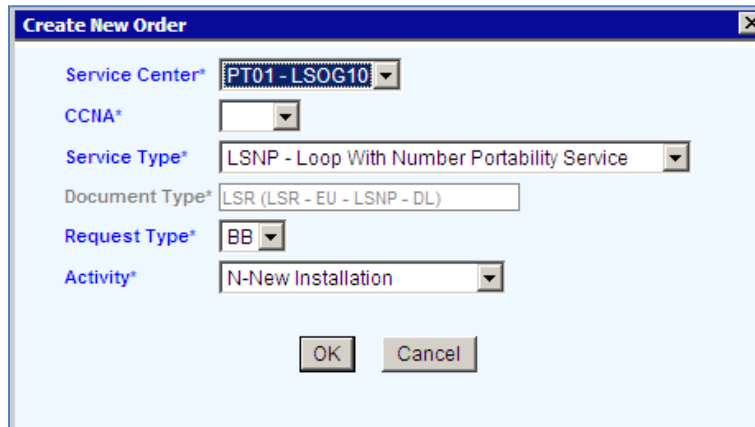
To enter additional entries, click on the **LSNP Form** or **NP Form** link in the navigation bar and follow the same steps used to enter the first number(s).

3.3.6.4 Viewing and Editing TNs

Location Number	Line Number	Line Activity	
001	00001	V	X
001	00002	V	X

To view the numbers or edit information, click the **Line Number** link to open the form.
 To delete an NP or LSNP form and start over, click the **X** icon to delete a specific entry.

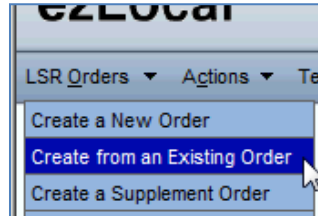
3.4 Create a New Order



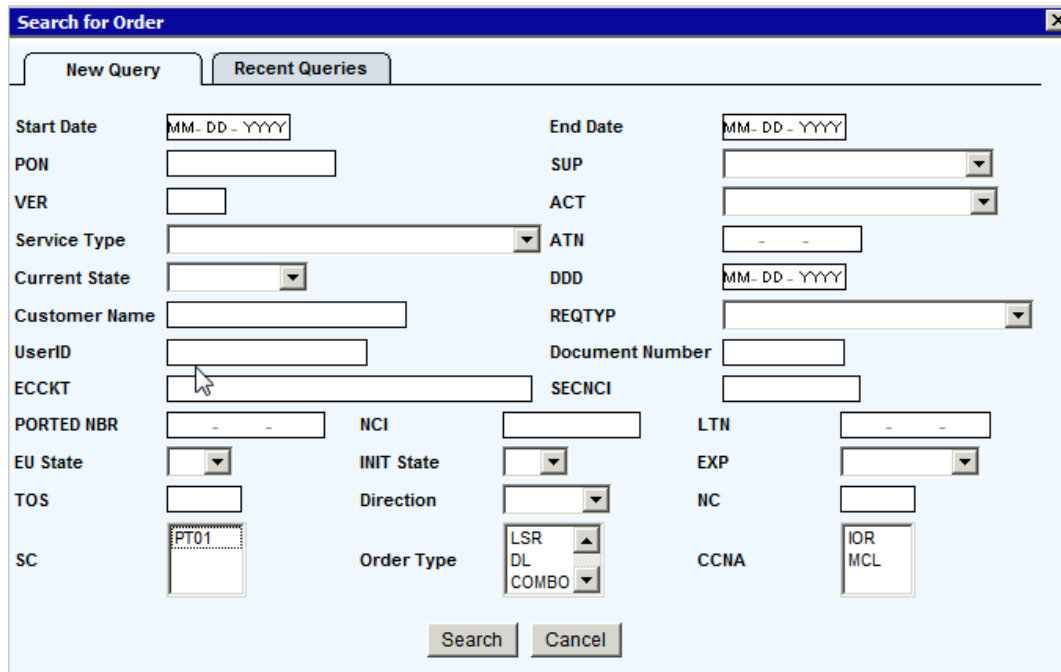
When creating a New Order without using an existing order or template, populate the initial order screen.

Field	Data
Service Center	This should default from the company the User logged in
CCNA	Choose the company code
Service Type	Choose the type of LSR
Document Type	This will default from the Service Type chosen.
Request Type	Choose the request type

3.5 Create from an Existing Order



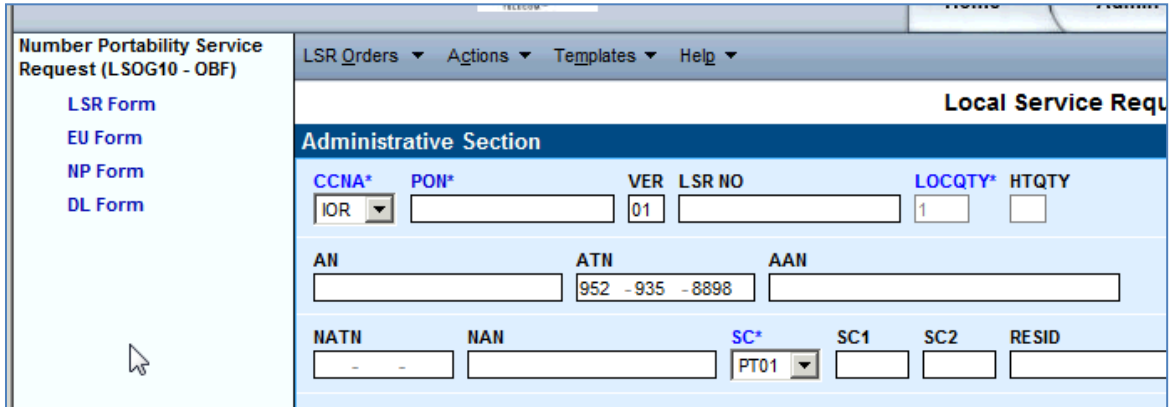
To start a new LSR using an order that has already been sent, use the **Create from an Existing Order**



Search for the LSR to supplement using the fields available. Use the % as a wildcard in the search. After entering the field or fields, click **Search**.

#	PON	VER	SERVICE TYPE	TIME
1	i12750	01	NP	01-26-2011 07:14:26

Click on the PON link to open a new LSR.



The screenshot shows the 'Local Service Request' form in the 'Administrative Section'. The form includes a left-hand navigation menu with options: LSR Form, EU Form, NP Form, and DL Form. The main form area contains the following fields and values:

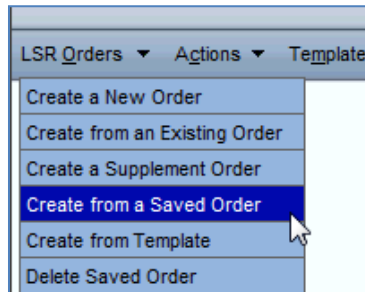
CCNA*	PON*	VER	LSR NO	LOCQTY*	HTQTY
IOR		01		1	

AN	ATN	AAN
	952 -935 -8898	

NATN	NAN	SC*	SC1	SC2	RESID
-	-	PT01			

The LSR will open with a blank PON field and the Version will be 01.
All other data from the previous order will copy over.
Once the updates are made, the LSR can be validated and sent.

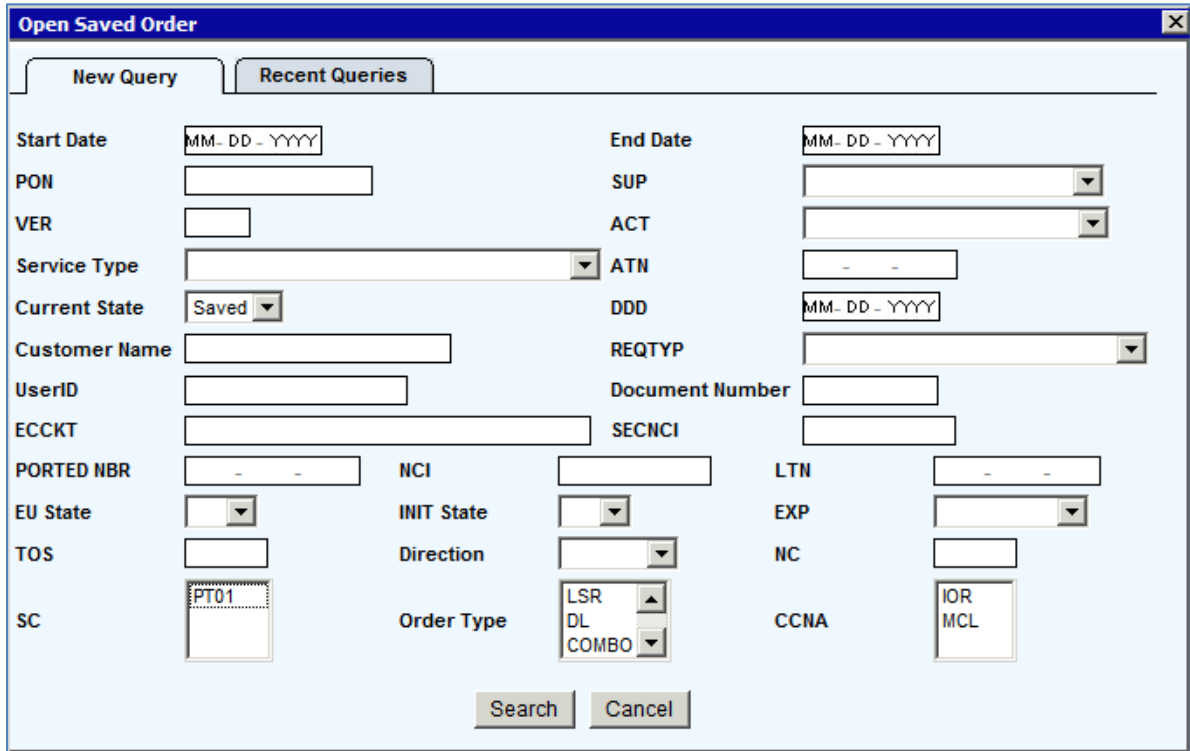
3.6 Create from a Saved Order



The screenshot shows a dropdown menu for 'LSR Orders' with the following options:

- Create a New Order
- Create from an Existing Order
- Create a Supplement Order
- Create from a Saved Order** (highlighted)
- Create from Template
- Delete Saved Order

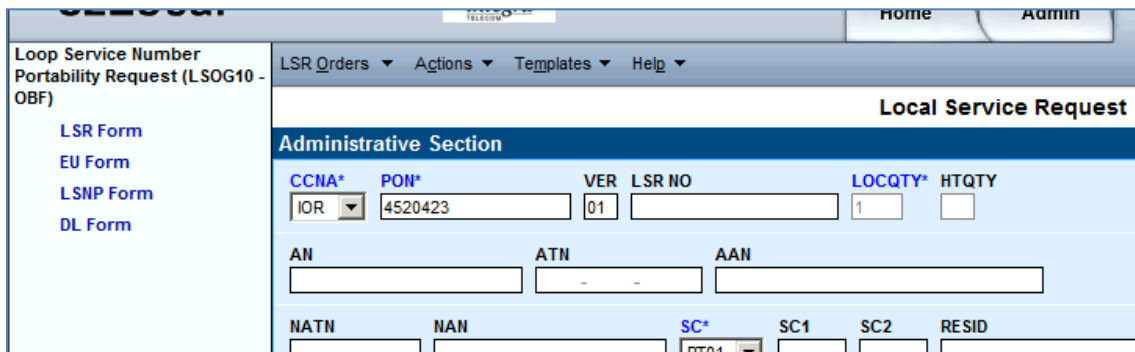
To start a new LSR using an order that has been saved in the Portal but not sent, use the **Create from a Saved Order**



Search for the LSR to supplement using the fields available. Use the % as a wildcard in the search. After entering the field or fields, click **Search**.

#	PON	VER	SERVICE TYPE	TIME	CCNA
1	4520423	01	LSNP	01-31-2011 04:24:55	IOR

Click on the PON link to open a new LSR.

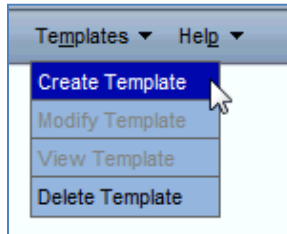


The LSR will open with the same PON and Version, because the order has not been sent. The PON can be changed if needed. Once the updates are made, the LSR can be validated and sent.

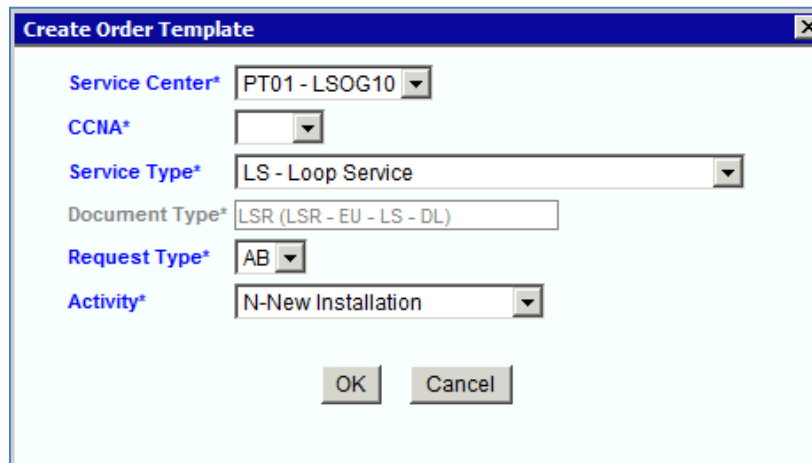
3.7 Templates

To create an LSR from a template, a template must have been created and saved.

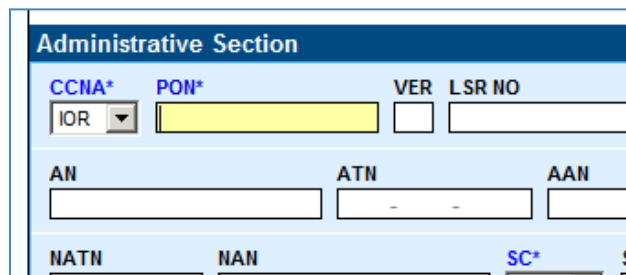
3.7.1 Create Template




1. From the Order Toolbar, click **Template**.
2. Choose **Create Template**



3. Fill in the initial order screen for the type of template to create.

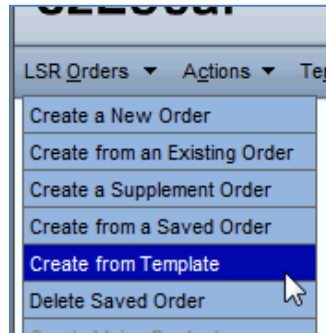


4. The PON field must be populated to save the template.
5. Populate any other fields.
6. Click the Save icon

 Info : Template saved successfully as "NP.test .".

7. The template will save with a name using the Request Type and the PON separated by a period.

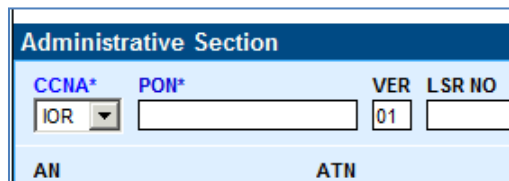
3.7.2 Create from Template



To start a new LSR using a template that has been saved in the Portal, use the **Create from Template**



A list of available templates will show on a list.
Click on the link of the template to use to start the LSR.



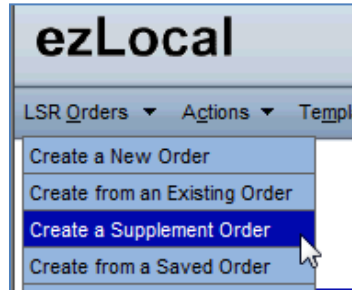
The screenshot shows the "Administrative Section" of the LSR form. It includes the following fields:

CCNA*	PON*	VER	LSR NO
IOR	<input type="text"/>	01	<input type="text"/>

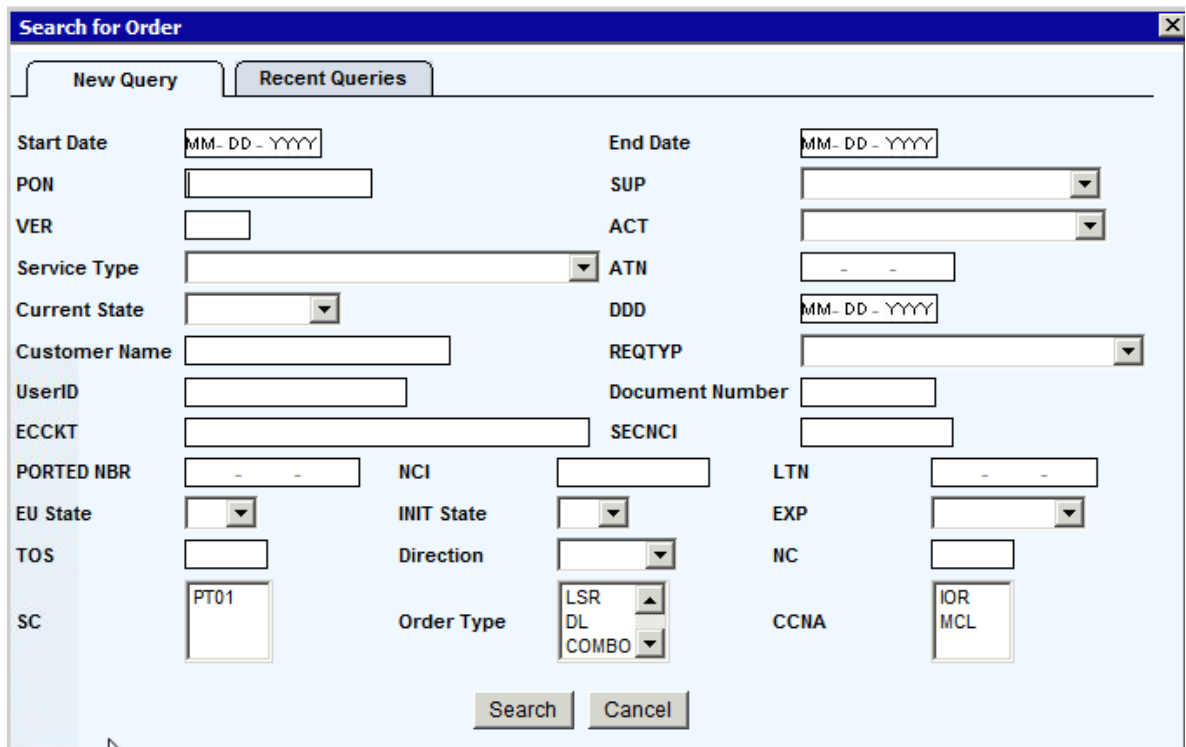
Below the table, there are labels "AN" and "ATN".

The LSR will open with a blank PON field and the Version will be 01.
Once the forms have been populated, the LSR can be validated and sent.

4 Supplementing an LSR



Choose **Create a Supplement Order** from the LSR Orders menu or the link from the Home tab.



The screenshot shows the 'Search for Order' dialog box. It has a title bar with a close button. Below the title bar are two tabs: 'New Query' and 'Recent Queries'. The main area contains a grid of search criteria fields:

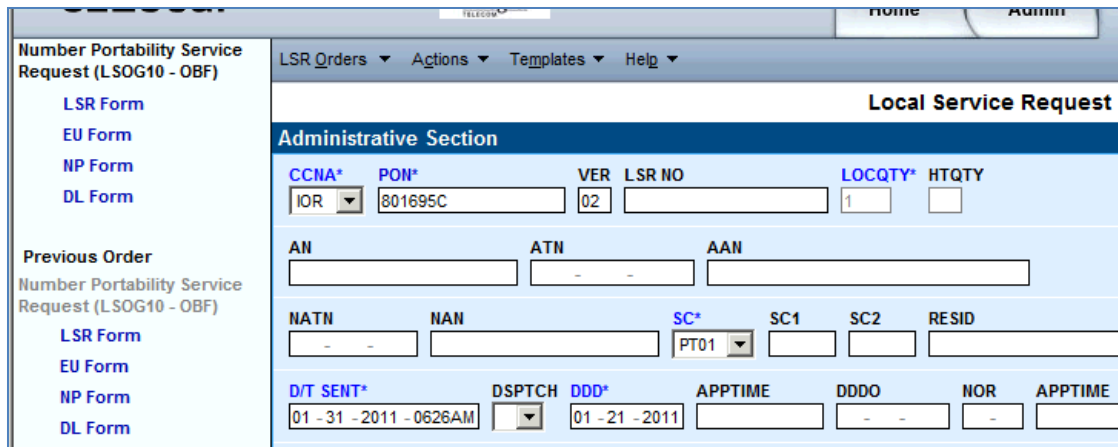
Start Date	MM- DD - YYYY	End Date	MM- DD - YYYY
PON		SUP	
VER		ACT	
Service Type		ATN	- -
Current State		DDD	MM- DD - YYYY
Customer Name		REQTYP	
UserID		Document Number	
ECCKT		SECNCI	
PORTED NBR	- -	NCI	
EU State		INIT State	
TOS		Direction	
SC	PT01	Order Type	LSR DL COMBO
		LTN	- -
		EXP	
		NC	
		CCNA	IOR MCL

At the bottom of the dialog box are two buttons: 'Search' and 'Cancel'.

Search for the LSR to supplement using the fields available. Use the % as a wildcard in the search. After entering the field or fields, click **Search**.

#	PON	VER	SERVICE TYPE
1	i12750	01	NP
2	i12013	02	NP
3	i11403	02	NP
4	i11472	01	NP
5	i181541	01	NP
6	i11330	01	LSNP
7	TESTINGLINK1	01	LSNP
8	801695C	01	NP
9	801695B	01	NP

Click the Link to open the LSR to supplement.



The LSR will open with a new version number auto-populated.

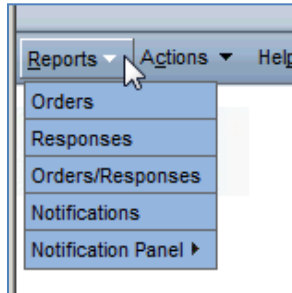
There are links on the left to the forms for the current version on top.

Links to the previous version the supplement is being created from are below for the user to reference.

Once the updates are made, they LSR can be validated and sent.

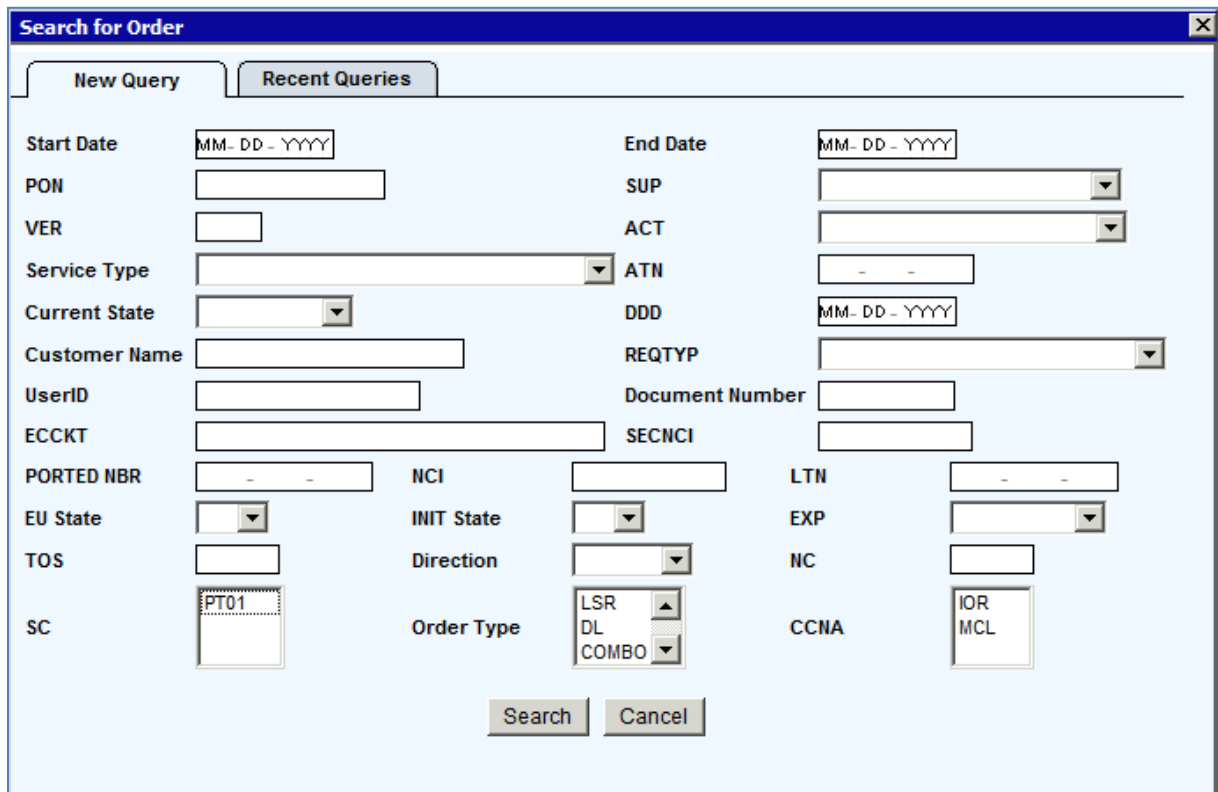
5 Reports

Reports are used to search the Portal to find information on orders.



Reports	Information
Orders	View LSRs created in the system and their status
Responses	View Responses sent from Integra
Orders/Responses	View both LSR's and Responses at the same time
Notifications	(Not information for users)
Notification Panel	(Not active for users)

5.1 Orders




The 'Search for Order' window contains the following fields:

- Start Date: MM-DD-YYYY
- End Date: MM-DD-YYYY
- PON: Text input
- SUP: Dropdown menu
- VER: Text input
- ACT: Dropdown menu
- Service Type: Dropdown menu
- ATN: Text input
- Current State: Dropdown menu
- DDD: MM-DD-YYYY
- Customer Name: Text input
- REQTY: Dropdown menu
- UserID: Text input
- Document Number: Text input
- ECCKT: Text input
- SECNCI: Text input
- PORTED NBR: Text input
- NCI: Text input
- LTN: Text input
- EU State: Dropdown menu
- INIT State: Dropdown menu
- EXP: Dropdown menu
- TOS: Text input
- Direction: Dropdown menu
- NC: Text input
- SC: Text input (example: PT01)
- Order Type: Dropdown menu (options: LSR, DL, COMBO)
- CCNA: Text input (example: IOR, MCL)

Buttons: Search, Cancel

Search for the LSR using the fields available. Use the % as a wildcard in the search. After entering the field or fields, click **Search**.

List of Matching Orders (Total count = 74)  Export to Excel

Page of 3 [| \[Next\]](#)

#	PON	VER	SERVICE TYPE	TIME	CCNA	SC	REQ TYPE	ACT	DOC NO	STATUS
1	4520423	01	LSNP	01-31-2011 04:24:55	IOR	PT01	BB	V		Saved
2	112750	01	NP	01-26-2011 07:14:26	IOR	PT01	CB	V		Sent
3	112013	02	NP	01-26-2011 06:47:15	IOR	PT01	CB	V		Sent
4	111403	02	NP	01-25-2011 08:07:55	IOR	PT01	CB	V		FOC
5	111472	01	NP	01-25-2011 07:46:28	IOR	PT01	CB	V		Sent
6	1181541	01	NP	01-24-2011 07:54:28	IOR	PT01	CB	V		Sent
7	111330	01	LSNP	01-24-2011 07:35:20	IOR	PT01	BB	V		FOC
8	TESTINGLINK1	01	LSNP	01-20-2011 08:18:01	MCL	PT01	BB	V		Sent
9	801695C	01	NP	01-20-2011 08:10:08	IOR	PT01	CB	V		Sent
10	801695B	01	NP	01-19-2011 12:52:35	IOR	PT01	CB	V		Sent
11	AMERROOF	01	NP	01-19-2011 12:51:47	IOR	PT01	CB	V		Sent
12	ACUPON	01	SP	01-19-2011 12:51:21	IOR	PT01	CB	V		Sent
13	801516B	01	LSNP	01-19-2011 12:50:37	MCL	PT01	BB	V		Sent
14	72559A	01	NP	01-19-2011 12:50:09	MCL	PT01	CB	V		Sent
15	725529	01	NP	01-18-2011 06:46:31	MCL	PT01	CB	V		Sent
16	801620	03	NP	01-18-2011 06:41:41	IOR	PT01	CB	V		Sent
17	801695	02	NP	01-17-2011 11:56:07	IOR	PT01	CB	V		FOC
18	801516A	01	LSNP	01-17-2011 11:39:03	MCL	PT01	BB	V		Sent
19	801713	01	LSNP	01-14-2011 19:41:52	MCL	PT01	BB	V		JEP
20	801516	01	LSNP	01-14-2011 19:29:58	MCL	PT01	BB	V		ERR
21	DUCK2	01	SP	01-12-2011 16:12:41	IOR	PT01	CB	V		Sent
22	DAISY1	01	SP	01-12-2011 16:12:30	IOR	PT01	CB	V		Sent
23	MOUSE2	01	SP	01-12-2011 16:12:18	IOR	PT01	CB	V		Sent
24	MINNIE1	01	SP	01-12-2011 16:11:46	IOR	PT01	CB	V		FOC
25	PLUTO1	01	NP	01-12-2011 16:11:33	IOR	PT01	CB	V		Sent

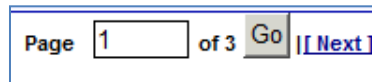
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Click on PON number to view the Order

Depending on the search criteria used, the results screen will show the order matching the criteria. Click on the PON link to view the order.



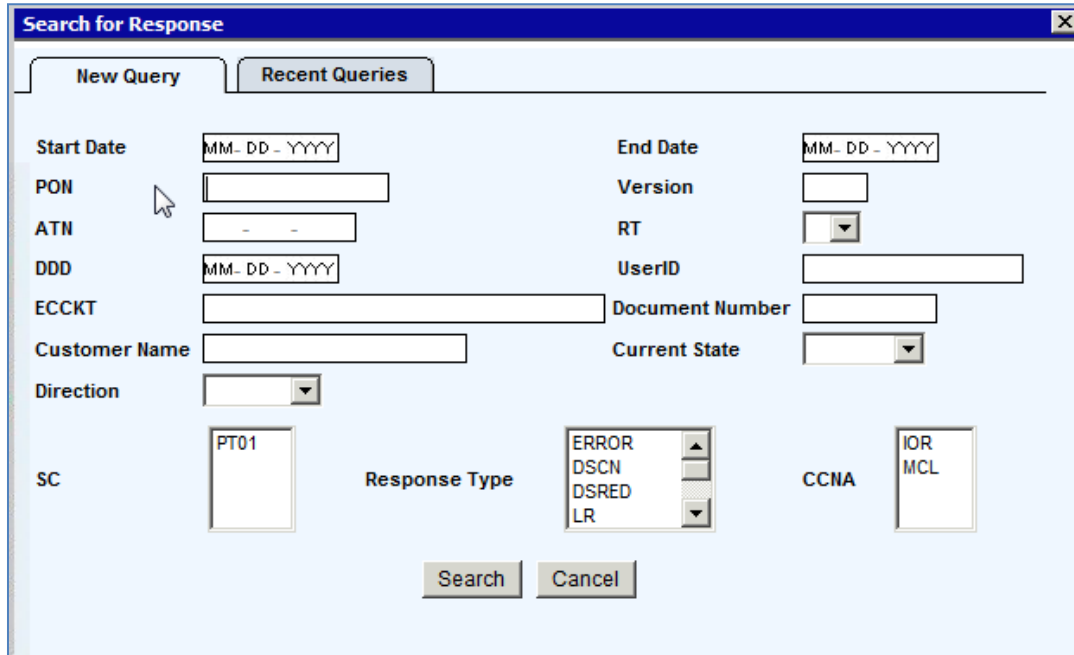
The list can be exported to Excel by clicking the Excel icon.



The page will show up to 25 orders.

Additional results will appear on subsequent pages, the navigation is in the lower right hand corner of the screen.

5.2 Responses



Search for the response using the fields available. Use the % as a wildcard in the search. After entering the field or fields, click **Search**.

#	PON	VER	DOC NO	DOC TYPE	CURRENT STATE	TIME	CCNA	SC
1	i11403	02		LR	Received	01-26-2011 06:11:57	IOR	PT01
2	i11330	01		LR	Received	01-24-2011 10:51:55	IOR	PT01
3	801695	02		LR	Received	01-18-2011 07:42:29	IOR	PT01
4	801515	01		ERR	Received	01-18-2011 07:42:29	MCL	PT01
5	AMERUSALL1	01		LR	Received	01-18-2011 07:42:29	IOR	PT01

From the results window, click on the PON link to view the Response form and the LSR.

5.3 Local Response

5.3.1 FOC

Local Response											
Administrative Section											
CCNA*	PO#	VER	AN	ATN							
IOR	11403	02	11403	-							
LSR NO		ORD	CNO	INIT*							
		2846702		Dave Pries							
D/T SENT*	REP*	TEL NO*	RT*	PIA	CHC	FDT	FDTO	DD*			
01 -25 -2011 -1245PM	Dave Pries	763 - 745 - 8451	C					02 -02 -2011			
EBD	BI1	BAN1	BI2	BAN2	ECVER	NMR	NMR	NMR	NMR	ECI	COST
-											
RCODE	RDET										
ESDD	AFVR	DSGCON	NSP DSGCON	TEL NO	ONSP	TDTR					
-				-							

An FOC response will populate with a valid DD entered on the Local Response form. It will provide the Integra Order Number (ORD), date the response was sent (D/T SENT) representative's name (REP), and contact number (TEL NO.)



5.3.2 Cancel

CCNA*	PO#*	VER	AN	ATN								
IOR	801695	02	801695	- -								
LSR NO	ORD	CNO	INIT*									
	2758325		Steph Prull									
D/T SENT*	REP*	TEL NO*	RT*	PIA	CHC	FDT	FDTO	DD*				
01 - 17 - 2011 - 0654PM	Ronald Hebert	503 - 453 - 8679	N					01 - 01 - 9999				
EBD	BI1	BAN1	BI2	BAN2	ECVER	NMR	NMR	NMR	NMR	NMR	ECI	COST
- -												
RCODE	RDET											
ESDD	AFVR	DSGCON	NSP DSGCON	TEL NO	ONSP	TDTR						
- -				- -								
Hunt Group Section												
Circuit Detail Section												
SECLOC Section												
Directory Section												
ATN*	DOR*	DLCONT INIT	DLCONT TN									
- -	- -		- - -									
DACONT INIT	DACONT TN	DLQTYR*	SQTYR*									
	- - -											
Remarks												
Order Cancelled Per Request												

A cancel response will populate a DD of 01-01-9999 and a remark that the order was cancelled by Integra.

5.3.3 Error

ERROR FORM		
Administrative Section		
PON* <input type="text" value="801516"/>	VER <input type="text" value="01"/>	BTN <input type="text" value="- - -"/>
DDD <input type="text" value="- -"/>	ORDDATE <input type="text" value="- -"/>	REJDATE <input type="text" value="- -"/>
Error Details Section		
REJMSG <input type="text" value="Pending Orders currently exist against Telephone Number(s)"/>		
ERRORMSG		

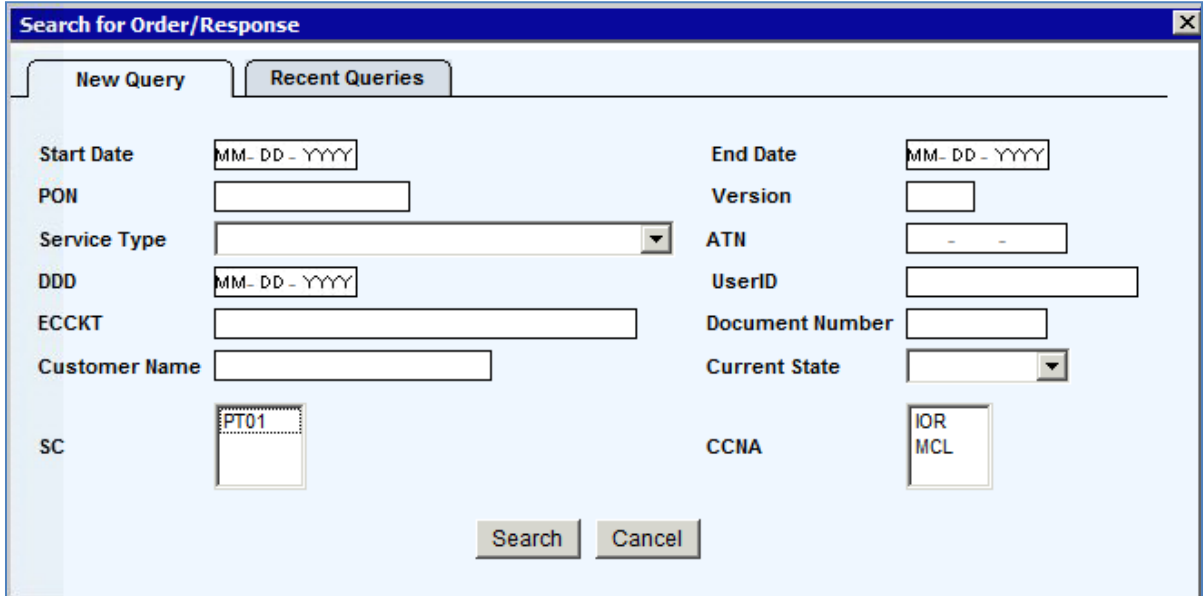
If an LSR has errors that won't allow Integra to process the request an Error Form will be sent. The reason for the error will appear in the Error Details section.

5.3.4 Jeopardy

Local Response												
Administrative Section												
CCNA* <input type="text" value="MCL"/>	PON* <input type="text" value="801713"/>	VER <input type="text" value="01"/>	AN <input type="text" value="801713"/>	ATN <input type="text" value="- -"/>								
LSR NO <input type="text"/>	ORD <input type="text" value="2758326"/>	CNO <input type="text"/>	INIT* <input type="text" value="STEPH"/>									
D/TSENT* <input type="text" value="01 - 17 - 2011 - 1028AM"/>	REP* <input type="text" value="Steph Prull"/>	TEL NO* <input type="text" value="763 - 745 - 8442"/>	RT* <input type="text" value="J"/>	PIA <input type="text"/>	CHC <input type="text"/>	FDT <input type="text"/>	FDTO <input type="text"/>	DD* <input type="text" value="01 - 17 - 2011"/>				
EBD <input type="text" value="- -"/>	BI1 <input type="text"/>	BAN1 <input type="text"/>	BI2 <input type="text"/>	BAN2 <input type="text"/>	ECVER <input type="text"/>	NMR <input type="text"/>	NMR <input type="text"/>	NMR <input type="text"/>	NMR <input type="text"/>	NMR <input type="text"/>	ECI <input type="text"/>	COST <input type="text"/>
RCODE <input type="text"/>	RDET <input type="text" value="Port did not complete in timeframe provided. Order has been cancelled."/>											

If a Jeopardy must be sent because of information that has been discovered after an FOC has been sent, the Local Response form will have the reason in the RDET field.

5.4 Orders/Responses



Combines the search for both Orders and Responses into one request.

Search for the response using the fields available. Use the % as a wildcard in the search.

After entering the field or fields, click **Search**.

#	PON	VER	TYPE	TIME	CCNA	SC	REQ TYPE	ACT	DOC NO	STATUS
1	i12750	01	NP	01-26-2011 07:14:26	IOR	PT01	CB	V		Sent
2	i12013	02	NP	01-26-2011 06:47:15	IOR	PT01	CB	V		Sent
3	i11403	02	LR	01-26-2011 06:11:57	IOR	PT01				Received
4	i11403	02	NP	01-25-2011 08:07:55	IOR	PT01	CB	V		FOC
5	i11472	01	NP	01-25-2011 07:46:28	IOR	PT01	CB	V		Sent
6	i11330	01	LR	01-24-2011 10:51:55	IOR	PT01				Received
7	i181541	01	NP	01-24-2011 07:54:28	IOR	PT01	CB	V		Sent

The results screen will show both the order type and the response type for a PON, if a response has been received.

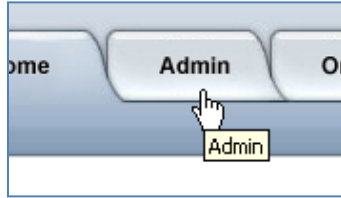
6 Simple Port Requests

Choosing the SP – Simple Number Portability Service Request for the service type will bring up the Number Portability form.

This option is to only be used when requesting a single number port that meet the FCC rules for simple ports.

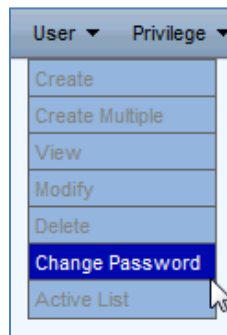
If the Simple Port Service Type was chosen only one number will be allowed to be added to the Number Portability form.

7 Changing the Password



The user can change their password by clicking on the **Admin** Tab in the upper right of the screen for the Administration section.

NOTE: Passwords should be 9 characters and must contain at least one alpha and one numeric character.



1. Choose **User** from the toolbar
2. Select **Change Password** from the menu.

Change User Password

User ID:

Current Password:

New Password:

Re-enter New Password:

3. Enter the **Current Password**.
4. Enter the **New Password**.
5. **Re-enter New Password**.
6. Click **Accept** to change the password.

8 Logging Out

Users can log out of the portal two ways.



1. The recommended way is for users click on the **Sign Out** link on the right hand side of the screen under the tabs.
2. This will return the user to the login screen.
3. Then the user can exit the web browser.
4. The user can exit the web browser directly, but this may cause an active session error to appear the next time they log in.
5. The user can click OK to reset the portal to a new session.

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.