GETTING STARTED WITH THE RE-REGISTRATION

1. LOGIN

2. Click on 'Pay phone Registration' under PUC Applications menu at left side of page.

3. The company you have been granted access to will appear. Click on the green arrow to the right of the company name.

4. Make the appropriate changes to each section marked with an arrow – click submit in each section you make changes to, including Affirmation.

- Upload Data (Pay phone numbers and county locations file – Excel or CSV files only). See page 8 for details.

- Affirmation – This section must be completed even if there are no changes elsewhere.

5. Click 'Submit Report' to the left of the webpage under Pay phone menu.

6. Click 'Check Data' within the section

7. Click 'Submit' within the section – you will see a message at top of section 'Registration Has Been Submitted!' **This only means that it was submitted electronically**. <u>**You will receive an email with the 'official' form that you will print**</u> - 3 copies are still required to be printed and filed with Central Records.

REGULAR AND OVERNIGHT BY U.S. POST OFFICE

PUBLIC UTILITY COMMISSION

ATTN: CENTRAL RECORDS

P.O. BOX 13326

AUSTIN TX 78711-3326

OVERNIGHT BY FEDERAL EXPRESS, UPS, ETC.

PUBLIC UTILITY COMMISSION

ATTN: CENTRAL RECORDS SUITE 8-100

1701 N CONGRESS AVENUE

AUSTIN TX 78701

PAY PHONE NUMBERS AND COUNTY LOCATIONS

If you do not upload the Pay phone numbers and county locations file in the section provided, you must send 2 identical CDs containing the assigned 10 digit phone numbers and county locations (UPLOAD OR SEND 2 CDS – if there are <u>5 OR LESS</u> you may enter this in the 'Comments' section of the form within the affirmation section). The only acceptable formats are .csv, .xls. and .xlsx. You must format the data in the proper columns or the upload process will notify you that your file is not formatted correctly.

The format for uploading the 10 digit PAY PHONE numbers and county locations is as follows:
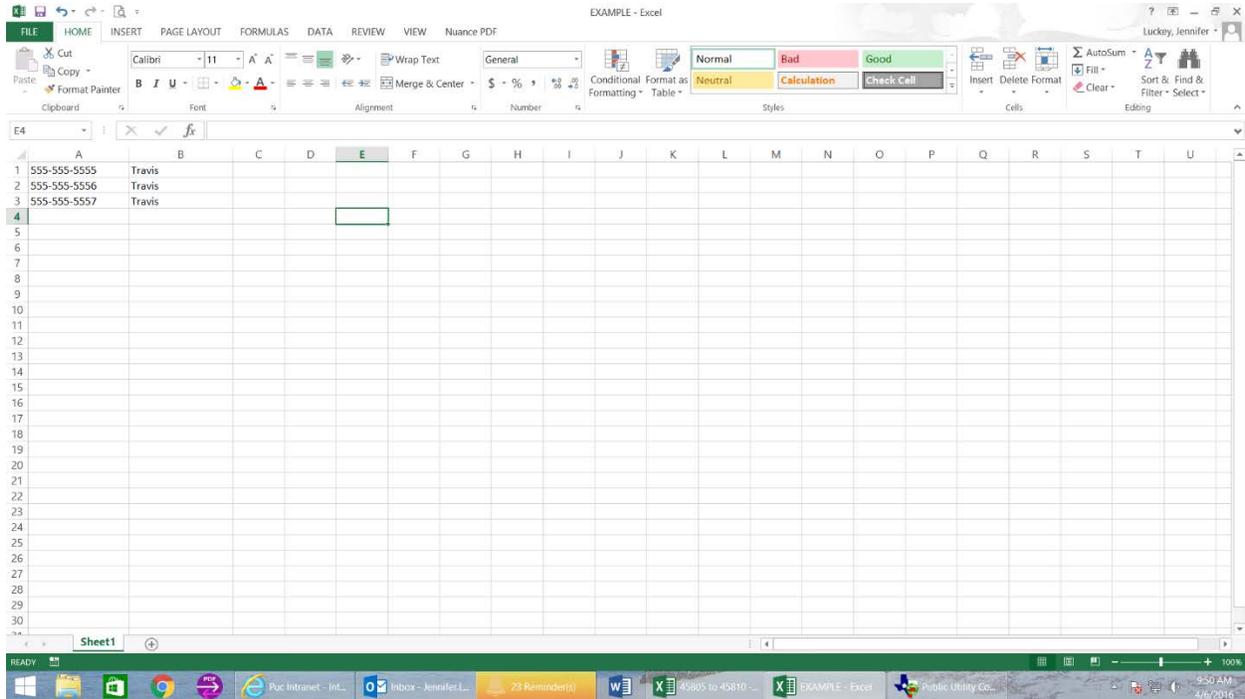
FIRST COLUMN ('A') IS THE 10 DIGIT PHONE NUMBER, THE SECOND COLUMN ('B') IS THE COUNTY NAME.

No other data should be in this file except the 10 digit numbers and name of the county (no titles, row headings or any spaces). Save the file as **<u>your Company ID/PUC Tracking number that begins with PP and can be found at the top left of the page after you login. Do not add anything else to the file name (e.g. Year or month etc.).</u>**