



---

Letter of Authorization (LOA) For Line Splitting

***Letter of Authorization (LOA) For  
Line Splitting***

***CLEC Information Package***

*(Version 4, October 30, 2003)*

## Letter of Authorization (LOA) For Line Splitting

### Table of Contents

#### Chapter 1.0: Introduction

- 1.1. Purpose and Scope
- 1.2. Disclaimer Statement
- 1.3. Version History / Control

#### Chapter 2.0: Overview

#### Chapter 3.0: General Guidelines

- 3.1. Availability
- 3.2. Contract Specific Provisions

#### Chapter 4.0: Process Guidelines for LOA

- 4.1. The Letter of Authorization Process
- 4.2. Internet Folder for LOAs
- 4.3. Electronic Signatures
- 4.4. Web Site for LOAs

#### Chapter 5.0: Acronyms



# Letter of Authorization (LOA) For Line Splitting

## Chapter 1.0: Introduction

### 1.1 Purpose and Scope

This document provides procedures to be utilized by the D/CLEC (Data/Competitive Local Exchange Carrier) for processing a Letter of Authorization (LOA) as it pertains to Central Office Based Line Splitting Service. The LOA process provides authorization for the DLEC LOA partner to submit a Loop Makeup (LMU) data request, High Frequency Spectrum Central Office (HFS CO) Based Unbundled Loop Modification (ULM) requests, and LSRs (Local Service Requests) associated with Line Splitting Unbundled Network Element Service on behalf of the Voice CLEC LOA Partner.

Please contact your BellSouth CARE Team representative if you have questions about the information contained herein.

### 1.2 Disclaimer Statement

The information contained in this document is subject to change. BellSouth will provide notification of changes through the BellSouth Line Sharing/Splitting Collaborative and through the BellSouth Carrier Notification process.

### 1.3 Version History / Control

Any future modifications, enhancements, and/or improvements that are made to this CLEC Information Package will be reflected accordingly in this section of the document.

Section	Date/Version	Description
All	01/08/02 – Version 1	Initial Version Release
LOA document added.	02/15/2002 – Version 2	Updated Version Release
LOA Web Address Added	02/19/2002 – Version 3	Updated Version Release
All	10/30/2003 – Version 4	Update to the LOA process flow

---

## Letter of Authorization (LOA) For Line Splitting

### Chapter 2.0: Overview

The LOA process for Line Splitting was developed by the CLEC Collaborative members in a unified effort to support and authorize BellSouth's role in the release of the Voice CLEC's end user information to their LOA partner (DLEC). This LOA allows the DLEC to view Loop Make Up (LMU) data, order HFS CO Unbundled Loop Modification and order Line Splitting of an end user's loop that belongs to the Voice CLEC for the purpose of provisioning Line Splitting Service.

The executed LOAs will be housed on the Internet for the convenience of all parties involved. The BellSouth Web Master (web master) will create Internet addresses/folders and passwords for each of the CLECs and DLECs participating in LOA partnerships. However, each time that a new Line Splitting partnership is executed, BellSouth must receive an electronically signed LOA from the new Line Splitting Voice CLEC and DLEC partners. The parties agreeing to the LOA must provide electronic signatures on the LOA.

The LOA will be provided via email to the BellSouth CLEC Care Local Support Manager (LSM). The LSM will forward the LOA to the web master via email. The web master will place a copy of the signed LOA document in each party's folder. The folder is password protected. The CLEC for whom the folder has been created will have the password for their respective folder. The only other access to the folder will be a BellSouth Billing Subject Matter Expert.

Changes to folder content may only be processed through the LSM. The CLEC and DLEC will not be permitted to remove documents from the folders. If a newly executed LOA is to be added or if an existing LOA is to be cancelled, the cancellation or new LOA will be provided to the LSM. The same LOA document will be used to notify BST of cancellation. Appropriate fields have been added to make cancellation simple. Appropriate selections with electronic signatures must be made to indicate the cancellation. If a cancellation is received from the CLEC/DLEC a copy of the cancellation will be placed in both parties' respective folders.

Web site for folders:

<http://interconnection.bellsouth.com/2partyagree/>

---

## Letter of Authorization (LOA) For Line Splitting

### Chapter 3.0: General Guidelines

#### 3.1 Availability

BellSouth offers this service in all nine states within the BellSouth region.

CLEC/DLECs must provide LOAs when they are participating in a Line Splitting partnership. The LOA must be on file prior to the DLEC partner issuing requests for LMU, HFS CO ULM, or LSRs associated with Line Splitting Service.

The LMU (manual or electronic) and Line Splitting Local Service Requests will have three fields associated with executed LOAs. The fields must be populated with the Voice CLEC information as follows:

- LSP AUTH **Name** - Name of the person from the Voice CLEC that is providing authorization to the Data LEC.
- LSP AUTH **CC** - Company Code of the Voice CLEC
- LSP AUTH **Date** - Date that the Voice CLEC provided authorization to the DLEC

The voice CLEC will provide the DLEC with the Local Service Authorization Code (LSP AUTH) to be used with BellSouth systems and documents when provisioning Line Splitting Service to voice CLEC end users and represents the agreement between the DLEC and CLEC. The LSP AUTH is the voice CLEC Company Code (CC) that appears on the voice CLEC End User Customer Service Record (CSR). The LOA will list all Company Codes for the specified voice CLEC to which the DLEC is authorized.

#### 3.2 Contract Specific Provisions

The LOA is not intended to modify the terms and conditions of the BellSouth Interconnection Agreement. Please refer to the BellSouth Interconnection Agreement for specific language, terms, and conditions applicable for Line Splitting.

D/CLECs must provide LOAs when they are participating in a Line Splitting partnership. The LOA must be on file **prior to** the DLEC partner issuing requests for LMU, HFS CO ULM, or LSRs associated with Line Splitting Service.

---

## Letter of Authorization (LOA) For Line Splitting

### Chapter 4.0: Process Guidelines for LOA

#### 4.1 The Letter of Authorization Process

The CLEC will obtain a copy of a LOA from the Collaborative Web Site, shown below and will obtain an electronic signature from both parties. The signed LOA will be provided to the LSM via e-mail. The LSM will provide all documents to the BellSouth web master who will post a copy in each party's folder. The submitting party/parties will receive a confirmation from the LSM that the LOA has been posted and the date of posting.

[http://www.interconnection.bellsouth.com/markets/lec/line\\_sharing\\_collab/index.html](http://www.interconnection.bellsouth.com/markets/lec/line_sharing_collab/index.html)

#### 4.2 Internet Folder for LOAs

If a folder has not been created for the submitting parties, the LSM will request the web master to create a folder and obtain passwords for the party/parties involved. This will involve a ten (10)-business day turn-around. However, the web master will acknowledge that the document has been received by returning an email of acknowledgement to the LSM. The password will be provided to the new LOA participant/s as soon as the web master has created appropriate folder/s and provided the information back to the LSM. The web master will place a copy of the new LOA in each participating party's folder.

---

## Letter of Authorization (LOA) For Line Splitting

### 4.3 Electronic Signatures

#### To Create an Electronic Signature:

To create the electronic signature the computer must be connected to a scanner to complete the following detailed procedure.

#### **How to create and insert a scanned picture on to the LOA form.**

- First Create a signature legibly on white paper and scan the signature
- Save the scanned image with a .jpg (jpeg) extension by giving it a unique name

#### **To edit the Signature Picture before inserting:**

- When the image appears in Microsoft Photo Editor, make any changes you want
- For example: you can crop the picture, add special effects to it, and adjust its brightness, contrast and color.
- When finished editing the picture, save changes and then click Exit  
Note: If Microsoft Photo Editor is not installed, run the Setup program again and install it.
- Now Open the LOA Word document
- Position the insertion point where you want to insert the scanned signature
- On the insert menu you will point to "picture" and then Click "from file" and this will give you the ability to access the picture that you have saved. You will double click on the signature picture to insert on to the LOA.

### 4.4 Web Site for LOAs

Users please take caution in selecting your proper folder. If you should mistakenly select the wrong folder, you must clear your browser's history file. These instructions can be found on the Two Party Agreement web site.

<http://interconnection.bellsouth.com/2partyagree/>

---

## Letter of Authorization (LOA) For Line Splitting

### Chapter 5.0: Acronyms

CLEC	Competitive Local Exchange Carrier
CO	Central Office
DSL	Digital Subscriber Line
DLEC	Data Local Exchange Carrier
Jpeg	Soft Ware for creating pictures
LMU	Loop Make Up
LOA	Letter of Authorization
LSM	Local Support Manager
LSP AUTH	Local Service Provider Authorization
UNE	Unbundled Network Element