**AT&T Customer Profile Web Site Administrator ID Request Form**

**(Click View, Edit to begin)**

**This request is for the Profile Administrator ID Only.**

**For all other access levels, please see your company’s profile administrator.**

**Customer Profile Type:**

CLEC

IVP

**Action:**

Add New Profile Administrator User ID

Replace Existing Profile Administrator User ID Profile Administrator ID:

**Note**: To replace the current owner of the CLEC Admin ID, the request must be emailed by the current ID owner, or the AT&T Account Manager will need to submit the form.

Current Profile Admin ID Name

**Customer Data *(to be completed by the Customer):***

**Company Company**

**Customer d/b/a Company Name**

**Customer’s Company ACNA**

**Profile Administrator Name**

**Profile Administrator Street Address**

**City, State ZIP**

**Phone: Office (**     **)**       **-**       **Ext.**      

**E-Mail Address**

**AT&T Data:**

**AT&T Sr Carrier Account Manager Name**

**Company Profile Web Site Access *(All Regions):***

|  |  |  |
| --- | --- | --- |
| **Regions** | **ID Type** | **Access Required** |
| AT&T Midwest (IL,IN,OH,WI,MI) | Profile Administrator User ID | Profile Administrator |
| AT&T Southwest (AR,KS,MO,OK,TX) | **Profile Admin ID requires signed**  **OSS Agreement** |  |
| AT&T West (CA,NV) |  |
| AT&T Southeast (AL, FL, GA, KY, LA, MS, NC, SC, TN) |  |  |
|  |  |  |

## User’s Security Responsibilities Statement and Signatures:

I have read and agree to the terms listed in the statement below.       Initial

**Security Requirements for AT&T and Client Sponsors**

I understand that this Profile Administrative ID for the Customer Profile web site assigned to me by AT&T is to be used solely for the purpose of performing my functions as the profile administrator for this Customer. It will be used for creating/updating the company profile and creating delegate IDs for employees of my company for access to the Customer Profile web site of AT&T. I have a working knowledge of administrative responsibilities in requesting and assigning these User IDs and passwords, and I will ensure that I grant such access to only those users who have a need for access to the Customer Profile web site.

I will not share this administrative account with anyone, nor reveal my password.

I will notify the AT&T Sr. Carrier Account Manager and UACenter immediately if I feel the account has been compromised.

If my responsibilities change and I am no longer the profile administrator, before my responsibilities change, I will notify the UACenter with an updated request form with who will be taking over Profile Administrator ID.

I understand that my actions may be monitored and that any misuse of this authority may result in the removal of the authority, and the revocation of the Profile Administrative ID.

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The address for the site is: [**https://www.e-access.att.com/intra4/clec\_profile/**](https://www.e-access.att.com/intra4/clec_profile/)**.** This site is accessible through your connection to the xRAF or through the Internet using this address.

Return this form by E-mail to [**uacenter@att.com**](mailto:uacenter@att.com)and carbon copy your AT&T Sr. Carrier Account Manager.

**If you are not the current Admin ID owner**, send the form to your AT&T Sr. Carrier Account Manager for approval of the change, then request that your AT&T Sr. Carrier Account Manager submit the request to [**uacenter@att.com**](mailto:uacenter@att.com) on your behalf.

If you have any application issues or problems connecting to the site, please contact your AT&T Sr. Carrier Account Manager or contact the **IS Call Center 877-681-2271 option 3.**