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

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

**Customer Profile Type:**

[ ]  CLEC

[ ]  IVP

**Action:**

[ ]  Add New Profile Administrator User ID

[ ]  Update Current Profile Administrator User ID Profile Administrator ID:

**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.**

**Internet E-Mail Address**

**Do you currently have a Global Logon ID?** [ ]   **Yes** [ ]   **No**

**If “Yes”, please provide the ID**

**AT&T Data:**

**AT&T Local Service Manager Name**

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

|  |  |  |
| --- | --- | --- |
| **Regions** | **ID Type** | **Access Required** |
| AT&T Midwest (IL,IN,OH,WI,MI) | [x]  Profile Administrator User ID  | [x]  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 on Page 2 of this document.       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 IS Call Center at AT&T immediately if I feel the account has been compromised.

I will notify the IS Call Center at AT&T when responsibilities change and I am no longer the profile administrator.

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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**All IDs and passwords are entered in lowercase!**

Your Profile Admin User ID (for admin use ONLY) is:

The password is will be sent via e-mail

for your security.

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** **a**nd carbon copy your Sr. Carrier Account Manager. If you are not the current Admin ID owner, send the form to your AT&T Account Manager for approval of the change, then request that your AT&T Account Manager submit the request to **uacenter@att.com** on your behalf.

If you have any questions or problems connecting to the site, please contact your AT&T Sr. Carrier Account Manager or contact the **IS Call Center 314-235-7225 option 3.**