

General Assumptions

This Billing Guide assumes the following:

- The CLEC has completed the Start-Up and Account Activation requirements.
- The CLEC has a general understanding of the telecommunications industry, and the role that AT&T plays as an incumbent local exchange company.

CLEC Account Activation requirements must be completed prior to submitting a valid service request electronically or manually. Detailed information regarding the Start-Up processes and CLEC Account Activation requirements can be found in the *AT&T Start-Up Guide*. The CLEC can obtain a copy of this document at:

<http://www.wholesale.att.com/guides/guides.html>

Following is a list containing some of the general requirements that CLECs must complete prior to submitting a valid service request:

- CLEC has a signed contract to conduct business with AT&T
- CLEC is familiar with the terms and conditions of its executed agreement with BellSouth or the applicable tariff(s) for the service(s) the CLEC wishes to order
- CLEC has reviewed the *AT&T Start-Up Guide*
- CLEC has met all of the certification requirements of the regulatory entities, federal and state Public Service/Utility Commissions (PSC/PUC)
- CLEC has provided AT&T with proof of PSC/PUC Certification
- CLEC has submitted a Credit Application to AT&T
- CLEC has established master Q billing account(s) with AT&T
- CLEC has obtained an Operating Company Name (OCN)
- CLEC has submitted to BellSouth a Blanket Letter of Authorization (LOA)
- CLEC has completed and submitted to BellSouth a CLEC Misdirected Call Contact Number Form
- CLEC has advised AT&T of its decision to participate in the disposition of a Line Information Database (LIDB) contract
- CLEC has established a reciprocal agreement with AT&T for Customer Name and Address Information
- CLEC providing facility-based services must have an Access Customer Name Abbreviation (ACNA) and a Carrier Identification Code (CIC)