

**Billing Accounts
Overview**

Before the CLEC orders Unbundled Network Elements (UNE) Wholesale Local Platform (WLP) Port/loop combos, non-design loops, resale, local or interim number portability services, the CLEC is required to establish one or more master billing account(s) with AT&T.

The process to establish a Master Billing Account (Q Account) is the following:

- For information concerning initial setup, the CLEC should reference the following document:
http://wholesale.att.com/become_a_clec/index.html or contact the Pre-Quality Sales Team (PQT). For subsequent setup, the CLEC may contact the PQT or the Account Team. If additional information is needed, the AT&T Start-Up Guide should be referenced at
http://wholesale.att.com/guides/html/clec_ar.html
- These accounts are identified as Q accounts in CRIS; the account number includes a 'Q' in the fourth position of the account number, i.e., 205 Q92-1000-100. All master UNE CLEC accounts will have a Q account number in the range of Q59 or Q80-Q98.
- Multiple Q accounts will be established based on the type of services the CLEC orders from AT&T.
- After the appropriate master Q account(s) is established, notification is sent to AT&T Billing Southeast, Inc. to establish the account information in the AT&T CLEC database.

All the master Q accounts are identified by type of business. The mechanization systems within the LCSC will access a database that contains specific billing information by Operating Company Number (OCN) to validate billing account numbers on the Local Service Request (LSR) received from the customer for UNE/WLP services, i.e., ports/loops. If the Q account is not in the database, the service order for the port/loop will not process, and an error will be generated to the service representative.

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Q Account Structure

Only one Q account (Master Billing Account) per Revenue Accounting Office (RAO) per CLEC for the following services can be established:

- Resale
- Local Number Portability
- Interim Number Portability
- UNE Loops (non-designed - SL1)
- UNE Port/Loop Combos

The following table summarizes the structure for the Q accounts:

Type of Services Billed	Class of Service on Q Account	Bill Type
Resale	1FB	Resale CRIS Bill
Interim Number Portability (INP)	1FB	INP UNE CRIS Bill
Local Number Portability (LNP) and other services not listed	1FB	LNP UNE CRIS Bill
UNE Loops - Non design	UEANL	UNE N Bill
UNE Ports or Port/Loop Combos	UEPBX	UNE J Bill

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Q Account Structure (Continued)

The following table presents the different AT&T RAOs:

AT&T Site
Alabama
Kentucky
Louisiana
Mississippi
Tennessee
Atlanta, GA
Macon, GA
Jacksonville, FL
Ft. Lauderdale, FL
Miami, FL
North Carolina
South Carolina

CABS Account Structure

When a facility-based CLEC orders local interconnection or design loops, the CLEC must place an order for switched access service (FGD) or facility service. The account numbers will be in the following format: NPA NXX LINE. The fourth character will represent switched local interconnection with an 'S' and an 'N' will represent design loops on a facility account. An 'A' will represent Line Information Database (LIDB) service or an ancillary account, and a 'C' will represent interim number portability on a miscellaneous account. The fifth and sixth characters will represent a possible billing period of 01, 04, 07, 10, 13, 16, 19, 22, 25, or 28.

The account number for a switched local interconnection account with a billing period on the fourth day of the month would be:

NPA S04 LINE

The following chart summarizes the structure for the CABS accounts:

Type of Service	Bill Type
Local Interconnection	Switched 'S'
Facility Services	Facility 'N'
Interim Number Portability	Miscellaneous 'C'
LIDB	Ancillary 'A'