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**BellSouth Interconnection Services**

675 West Peachtree Street  
Atlanta, Georgia 30375

**Carrier Notification  
SN91083955**

Date: January 26, 2004

To: Competitive Local Exchange Carriers (CLEC)

Subject: CLECs – (OSS and Documentation/Guides) - Update to CLEC Service Order Tracking System (CSOTS) to allow CLEC Administrators to Maintain User IDs and Passwords

This is to advise that on March 1, 2004, CSOTS will be enhanced to allow CLEC administrators to maintain user IDs and passwords. The implementation of this procedure is at the CLECs' request (CCP CR 1272) to provide administration of User IDs and passwords by each CLEC.

The CSOTS User's Guide will be updated with instructions for administrators on adding and deleting users, and changing passwords. This updated guide will be posted by February 23, 2004, to the BellSouth Interconnection Service Web site at:

<http://interconnection.bellsouth.com/guides/html/lsr.html>

The current version at this location will be removed after implementation on March 1, 2004.

CSOTS users may continue to call E-Commerce Support for user administration through March 31, 2004. After that time, it is BellSouth's expectation that CLECs will administer these logins for themselves. However, if a CLEC needs to establish more than twenty-five (25) users at a time, the CLEC may utilize the attached spreadsheet, as per the previous process. The attached spreadsheet, which was created for the convenience of the CLECs, may be submitted to the E-Commerce Account team via e-mail.

You may use the attached spreadsheet to identify the users who need to be given administration permissions. Please limit this to two users per company. In order to build the profiles in advance of this implementation, please e-mail this information to your E-Commerce Account representative before February 27, 2004.

If you have any further questions, please contact Brian Bradley at 205.321.7765.

Sincerely,

**ORIGINAL SIGNED BY JERRY HENDRIX**

Jerry Hendrix – Assistant Vice President  
BellSouth Interconnection Services

Attachment

