



Date:	June 1, 2007	Number:	SN91087094
Effective Date:	June 18, 2007	Category:	All
Subject:	All Carriers – (Business Process) – Introducing the Option to Allow Carriers to Receive Accessible Letters (f/k/a Carrier Notification Letters) via E-mail		
Related Letters:	NA	Attachment:	YES
States Impacted:	Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina and Tennessee		
Issuing AT&T ILECS:	AT&T Alabama, AT&T Florida, AT&T Georgia, AT&T Kentucky, AT&T Louisiana, AT&T Mississippi, AT&T North Carolina, AT&T South Carolina and AT&T Tennessee (collectively referred to for purposes of the Accessible Letter as "AT&T Southeast Region")		
Response Deadline:	June 12, 2007	Contact:	Account Manager

As part of the AT&T-BellSouth merger integration process, effective June 18, 2007, Accessible Letters (f/k/a Carrier Notification Letters) will be posted on the AT&T CLEC Online website at:

<https://clec.att.com/clec/acclatters/home.cfm>

The numbering system used for Carrier Notification Letters will be changed to be consistent with the AT&T numbering system, i.e., general letters will begin with CLECSE and OSS type letters will begin with CLECSES.

Additionally, beginning June 18, 2007, carriers doing business in the AT&T Southeast Region will now have the option to receive their Accessible Letters through e-mail. This new option allows each carrier to designate e-mail recipients by using a very simple online subscription tool and is in addition to posting Accessible Letters on the AT&T website as described below.

Each carrier must designate an administrator for this function. Your administrator will be provided a log-in for the online subscription tool and this individual may enter e-mail addresses for up to ten recipients within your company.

Carriers should assign an administrator as soon as practicable. The Administrator should complete the attached form and submit it to CLEC MAIL (clecmail@att.com) no later than June 12, 2007. The administrator will be notified via e-mail regarding access and training for the online application.

No action is required for carriers doing business in the AT&T 13-state region. An administrator is already assigned. To be added to the recipient list for letters for the AT&T Southeast Region, please contact the administrator within your company. If you do not know the administrator, please contact your account manager.

Accessible Letter Administration

Carrier Name:

Request Date:

AT&T Account Manager:

Administrator Name:

Title:

Address:

Telephone Number:

Fax:

E-mail Address:

Handbook WebTeam Use Only

Date Received:

Status:

Status Date:

ID Assigned:

Date E-mailed to Administrator:

Comments:

Submit completed form to clecmail@att.com