

FTSNet Access Instructions
DAR/User Authorization Request Form

This form is used to collect information necessary to populate the FTSNet system with names and other details about persons authorized to place orders and persons authorized to view each system.

Are you?: Select: Registering a New User, Changing a Current User, or Deleting a User

User Information

Last Name, First Name, MI: Enter the name of the user/Designated Authorized Representative (DAR).

Last five digits of your SSN: Enter the last five digits of the user/DAR.

Are you a DAR?: Select: Yes or No.

If no, who is your DAR?: Enter the name of your DAR.

Agency(ies) representing and Agency Hierarchy Code(s):

Agency Name

List the agency(ies) represented by this user/DAR.

Agency Bureau Code

List the four digit agency bureau code.

Remaining Hierarchy Code

List the remaining hierarchy code (up to 24 alphanumeric characters).

Primary Phone:

Enter the user/DAR's primary phone number.

Alternate Phone:

Enter the user/DAR's alternate phone number.

Email Address:

Enter the user/DAR's email address.

Pager #:

Enter the user/DAR's pager number.

Office Address 1 and 2:

Enter the user/DAR's office address.

FAX #:

Enter the user/DAR's FAX number.

Time Zone:

Enter the time zone of the agency(ies) that the user/DAR represents.

Mailing Address 1 and 2:

Enter the user/DAR's mailing address if different from Office Address.

Authorizing Official

Name:

Enter the name of the agency's authorizing official

Phone Number:

Enter the phone number of the authorizing official

Email Address:

Enter the email address of the authorizing official

Access Authorization

Check each type of service for each organization represented for which you have the authority to order. Check the system(s) and components needed for view authority (i.e., Pricing and Ordering, Network Monitoring and Management, or Billing).

FTS2001	FTSNet ACCESS DAR/USER AUTHORIZATION REQUEST FORM	
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Are You?:	<input type="radio"/> Registering a New User
	<input type="radio"/> Changing a Current User
	<input type="radio"/> Deleting a User

For MCI Worldcom use only:

DAR UserID

Other UserID

User Information:	
Last Name:	
First Name:	
MI:	
Title:	
Last five digits of your social security number:	

Are you a Designated Agency Representative (DAR)? (The DAR is authorized to submit service orders)	<input type="radio"/> Yes <input type="radio"/> No (List your DAR below)
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If No, who is your DAR?:	Last Name		First Name		MI	
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Agency(ies) representing and Agency Hierarchy code(s):			
Agency		Agency Hierarchy Code(s)	
		Bureau Code <small>(Mandatory)</small>	Remaining Hierarchy Code <small>(Optional)</small>
A			
B			
C			
D			
E			

(Attach additional pages as required.)

Primary Phone:	() - ext.
Alternate Phone:	() - ext.
Email address:	
Pager #:	Pin#:
Office Address:	
Address 1:	
Address 2:	
City:	State: Zip:
Country	
FAX #:	
Time Zone:	
Mailing Address: (if same as Office, mark SAME in Address 1)	
Address 1:	
Address 2:	
City:	State: Zip:
Country:	

Authorizing Official:	
Name:	
Signature:	
Email Address:	

Access Authorization. Check all that apply. Enter an X to Add authorization, an O to Remove authorization, and leave blank for No action.					
	Agency(ies)				
	A	B	C	D	E
Pricing and Ordering Authorizations:					
Product and User Information	Default				
Price Quote Authority					
OrderMCI:					
Order Status Viewing Authority					
Expedite Authorization Authority					
Product Ordering Authority:					
Switched Voice Service					
Toll Free Service					
900 Service					
DTS (Dedicated Transmission) Service					
IP (Internet Protocol) Access					
FRS (Frame Relay Service)					
ATM (Asynchronous Transfer Mode) Service					
CSDS (Circuit Switched Data Service)					
Videoconferencing Service					
International Service					
Network Monitoring and Management Authorizations:					
Traffic Monitor					
Inbound Traffic Reporting Use Authority					
Outbound Traffic Reporting Use Authority					
Circuit Reporting Use Authority					
Event Monitor Use Authority					
Network Management Use Authority					
VBBS Monitoring Use Authority					
Service Inquiry					
Submission Authority					
Status Authority					
Billing Authorizations:					
Invoice Archive Use Authority					
Priced Reporting Use Authority					
Billing Inquiry					
Submission Authority					
Monitoring Authority					