

## Wholesale Markets

100 CenturyTel Drive  
Monroe, LA 71203

### Carrier Notification – GN122006

Date: November 3, 2006  
To: CenturyTel Wholesale Customers  
Subject: ezAccess® ASR Order Entry System

CenturyTel is pleased to announce the availability of ezAccess® – a web based Access Service Request (ASR) order entry system, in all of our wholesale markets effective **November 6, 2006**. CenturyTel will continue to accept fax and email order requests for users who prefer those methods of order entry.

### Description of the Change

ezAccess® provides an on-line, real-time order entry, processing, and reporting system for customers when submitting Access Service Requests (ASR's) for Special Access, Switched Access and Transport services.

ezAccess® will provide the following benefits:

- ✓ Streamline your ordering process.
- ✓ Generation of all required ASR forms based on the type of service being ordered.
- ✓ Validation and error checking based upon current ASOG requirements.
- ✓ Electronic Confirmation that your orders have been received by CenturyTel.
- ✓ Create, manage and view unlimited templates for use in future orders.

### Getting Started:

1. System Requirements:
  - ✓ Java Developers Kit 1.1.5 or later
  - ✓ Netscape 4.06 or later
  - ✓ Internet Explorer 4.0 or later (Pop-up Blockers disabled for ezAccess®)
2. Complete the CenturyTel ezAccess® User Access Form "USER INFORMATION" and "COMPANY INFORMATION" sections.



ezAccess User  
Access Form 11-3-06

3. FAX the completed form to the FAX number located at the bottom of the form (318-340-5697)
  - o Review user access form information to ensure all necessary information is completed. This will avoid delays in getting your request processed.
4. Once set up is complete, CenturyTel will notify you via email of your user name and password.
5. Log onto the ezAccess® site using the link provided on CenturyTel's Wholesale Services web page or simply select the link below.  
[http://www.centurytel.com/WholesaleServices/technical\\_references/asr\\_links.cfm](http://www.centurytel.com/WholesaleServices/technical_references/asr_links.cfm)
6. From the web page, choose "ezAccess Application" link. This link will open the application and allow you to enter your user ID and password.

Questions? Contact Donna Schuler at 1-636-332-7541

For technical or system requirements, please email us at:  
[opex-ezaccess-issues-team@centurytel.com](mailto:opex-ezaccess-issues-team@centurytel.com)

**Effective date of change: November 6, 2006**