

## Federal Control Center User Registration Form

Agency/Bureau Name:	
AB Code/Agency Identifier:	

**User Profile/User Identity Information:**

First Name:	
Last Name:	
Office Phone:	
Mobile Phone:	
Email Address: <i>(Note: This will be the "UserID" for Control Center)</i>	
Local Time Zone:	

**Specify Accounts to which the User is permitted:**

Select One	User Selection	Task Orders or Accounts
	All accounts related to Task order number (s):	
	All accounts related to Invoice Account (s):	
	Otherwise, specify which accounts (s):	

**Functional Permissions Requested:**

Select Applicable	Function	Read/Write Select (X)	View Only Select (X)
	Pricing Catalog	N/A	
	Order Management		
	Billing Management		
	Dispute Management		
	Service Management (Repairs)		
	Inventory Management	N/A	

## Federal Control Center User Registration Form

**(optional) IF Inventory Management was selected above, you may specify Inventory of Subscribed Products this User can access or manage.** *(Note: permission cannot be added to a User on a given subscribed product until the User's organization has at least one instance of that product fully deployed and in billable status. The User must be entitled on the account on which any given service is billed.)*

\_\_\_\_\_ **General** (view all subscribed products on the accounts to which user is entitled)

Select Applicable	Product Acronym	Product Name
	ACS	Audio Conferencing Service
	CCS	Contact Center Solutions
	CDNS	Content Delivery Network Solution
	CHS	Collocated Hosting Service
	CSVS	Circuit Switched Voice Service
	CW	Cable & Wiring
	DFS	Dark Fiber Service
	ETS	Ethernet Transport Service
	GEN	General Services
	IaaS	Infrastructure as a Service
	IPS	Internet Protocol Service
	IPSS	Intrusion Detection Protection Security Service (DHS)
	IPVS	Internet Protocol Voice Service
	LABOR	Service Related Labor
	MMS	Managed Mobility Service
	MNS	Managed Network Service
	MSS	Managed Security Service
	MTIPS	Managed Trusted Internet Protocol Service
	OWS	Optical Wavelength Service
	PaaS	Platform as a Service
	PLS	Private Line Service
	SaaS	Software as a Service
	SONETS	Synchronous Optical Networking Service
	SRE	Service Related Equipment
	TFS	Toll Free Service
	UCS	Unified Communication Service
	VPNS	Virtual Private Networking Service
	VTS	Video Teleconferencing Service
	WCS	Web Conferencing Service

## **Federal Control Center User Registration Form**

Notes (additional comments regarding this User's needs):

### **Approvals:**

Requestor Name: \_\_\_\_\_

Requestor Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approver's Name: \_\_\_\_\_

Approver's Title/Role: \_\_\_\_\_

Date: \_\_\_\_\_

### **Instructions for Electronic Approval by OCO via Email Transmission to CenturyLink for Processing**

- 1) Agency Requestor completes the form and transmits via email attachment to their Agency's EIS Ordering Contracting Officer (OCO)
- 2) OCO receives the completed User Registration form from the Requestor and verifies the form is complete and accurately reflects the capabilities to be assigned to the Requestor
- 3) OCO sends an email, attaching the completed form, from their government email address on file to their CenturyLink Account Team.