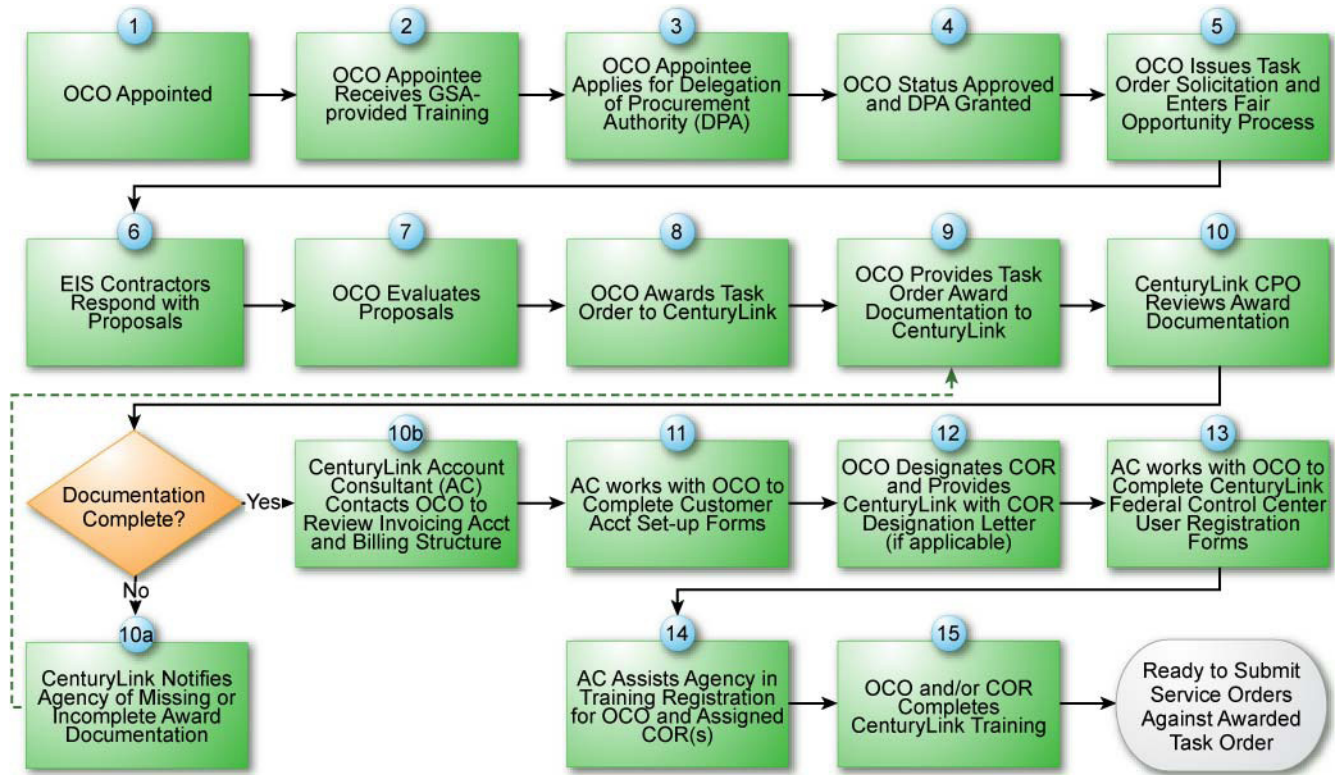


# How to Become a CenturyLink Customer

1. **OCO Appointed: To become a CenturyLink EIS customer, your agency must first select a Ordering Contracting Officer (OCO). The OCO is the essential link between your agency and CenturyLink when acquiring products and services from the EIS contract.**
2. **OCO appointee receives GSA-provided training. Before you can request a DPA, you must:**
  - a. Successfully complete the GSA Enterprise Infrastructure Solutions (EIS) Delegation of Procurement Authority Training (FAC066) offered on the Defense Acquisition University (DAU) website.
  - b. Review the corresponding Delegation of Procurement Authority Letter described in the training.
3. **OCO appointee applies for a Delegation of Procurement Authority (DPA)**
  - a. OCOs must submit a record of their training to be considered for a DPA
  - b. Access to training resources as well as requests for DPAs are available on the GSA EIS Website. For information on requesting a DPA, refer to the GSA EIS website.
4. **OCO status approved and DPA granted. After receiving the official DPA letter from GSA, you will be able to issue Task Order Solicitations and award task orders on EIS.**
5. **OCO generates the Task Order (TO) solicitation and enters Fair Opportunity process.**
6. **EIS contractors respond with proposals.**
7. **OCO evaluates contractors' proposals.**
8. **OCO awards Fair Opportunity Task Order to CenturyLink.**
9. **OCO provides Task Order award documentation to CenturyLink.**
10. **CenturyLink CPO Reviews Award Documentation:**
  - a. If incomplete, CenturyLink will notify the agency of missing or incomplete award documentation.
  - b. If complete, CenturyLink Account Consultant (AC) will contact the OCO to establish Invoicing Account and Billing structure.
11. **AC works with OCO to complete the Customer Account Set-up forms.**
12. **If the OCO designates a Contracting Officer's Representative (COR), then OCO provides CenturyLink with a copy of the COR Designation Letter.**
13. **AC works with OCO to complete the CenturyLink User Registration forms, required to establish OCO and/or COR access to Federal Control Center.**
14. **AC assists Agency in registering OCO and/or any OCO assigned CORs for CenturyLink training.**
15. **OCO and/or COR Complete CenturyLink Training. The Agency is now ready to submit Service Orders against the awarded Task Order.**

Turn Over -->

# Becoming a CenturyLink EIS Customer



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For more information, contact your CenturyLink Federal Sales Representative or visit: [www.centurylink.com/federal](http://www.centurylink.com/federal)