

**ALABAMA PUBLIC SERVICE COMMISSION
REGISTRATION FOR THIRD PARTY BILLING APPROVAL
INSTRUCTIONS**

1. Third-Party Providers and Billing Aggregators should submit the information requirements as indicated on the succeeding pages.

- (a) Billing Aggregators should complete parts A and B for their own registration.
- (b) Third-Party Providers should complete parts A, B, and C. Third-Party Providers whose associated Billing Aggregator submits the registration on their behalf need not submit the information again.
- (c) Billing Aggregators that submit registration information for their associated Third-Party Providers shall submit separate registration requests for each third-Party Provider.

2. The Commission Docket under which all Third-Party Providers and Billing Aggregators will request approval is:

Docket 30934 Registration of Third-Party Providers for Telecommunications Billing

All Commission action for approval or withdrawal of approval for Third-Party Providers and Billing Aggregators to include their charges on Alabama Telecommunications Utility consumer bills will be via Order under this Docket Number.

3. The completed registration forms may be submitted electronically (preferred method) or mailed to the Commission. Only 1 hard copy is required for mailing. If submitted electronically, no hard copy is required.

- (a) The mailing address and FAX number for the Telecommunications Division is:

Mr. Walter Thomas, Secretary
Alabama Public Service Commission
P.O. Box 304260
Montgomery, Alabama 36130-4260

- (b) Those desiring to submit their registration forms electronically must first acquire a username and password from the Commission Secretary's Office. The points of contact for acquiring these are Sandy Haynes or Felisa Webster at (334) 242-5218.

4. The primary point of contact for questions about Third-Party Billing registration or the Commission Order is the Telecommunications Division Director, Darrell Baker:

darrell.baker@psc.alabama.gov
(334) 242-2947

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A. Registration request is for a (Select one):

Billing Aggregator_____ Third-Party Provider_____

For Third-Party Providers, list name of associated Billing Aggregator or Aggregators. Also for each Aggregator list the Sub-Carrier Identification Code (Sub CIC) that will be used for billing (This code should be obtained from each Aggregator):

B. GENERAL INFORMATION

1. Name of Third-Party Provider or Billing Aggregator requesting Commission approval to include charges for products/services on Alabama Telephone Utility consumer bills:

2. Mailing address:

3. Third-Party Provider or Billing Aggregator name (whichever is applicable) that will appear on consumer bill and the associated toll free number that consumers will be instructed to call for questions regarding the transaction.

4. Point of Contact for Commission Inquiries

a. Contact Name:

b. Contact Phone Number¹

c. Contact Email Address²

¹ Must be a direct line not a call center phone number.

² Must be an individual email address not a general customer service or webmaster address.

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5. Alternate Point of Contact for Commission Inquiries

a. Alternate Contact Name:

b. Alternate Contact Phone Number¹

c. Alternate Contact Email Address²

C. THIRD PARTY PROVIDER PRODUCTS/SERVICES INFO

Provide the following data for each product and/or service that may be included on Alabama telephone utility consumer bills. Attach additional pages as necessary. Contact Commission Telecommunications Division if list exceeds 20 entries.

Item No. (Numbered list beginning with 1)
Description of product or service

How is product/service marketed to consumer?³

How does consumer subscribe to the product or service?⁴

¹ Must be a direct line not a call center phone number.

² Must be an individual email address not a general customer service or webmaster address.

³ e.g., Telemarketing, Internet, Direct Mail, other (identify). Provide a transcript of the telemarketing message to the potential customer; a URL to the website where the product/service is marketed; a copy of the direct mailing marketing the product/service; or, copies of any other means used to market to the potential customer.

⁴ e.g., electronic form, printed form, verbal consent, other (identify). Provide a transcript of the telemarketing message used to confirm the potential customer's confirmation that they wish to subscribe to the offering; a URL to the website where the customer completes a subscription form; a copy of the direct mailing subscription form; or any other means used to acquire the potential customer's subscription for the product/service.