


**Instructions for entering business  
telephone numbers:**

Business Address Information, Contact Information, these fields must be entered for each registered phone number

**How to Autofill columns**

1. Select cell you want to use as a basis for filling additional cells.

2. Drag the fill handle in the right bottom corner of d

3. If every row needs to be autofilled for that cell Double Click on the fill handle when the cursor turns to a +

| FIELDS                    | FIELD DESCRIPTIONS                       |
|---------------------------|--|
| Telephone Number          | Telephone Number to Register             |
| Telephone Provider        | Telephone Provider or Carrier            |
| Telephone Type            | Type of Phone Enter Landline or Cellular |
| Business Name             | Name of Business                         |
| Physical Street Address   | Physical Street Address Line 1           |
| Physical Street Address 2 | Physical Street Address Line 2           |

|  |  |   |
|--|--|---|
| Physical Address City                          | Physical City                                  |   |
| Physical Address State                         | Physical State                                 |   |
| Physical Address Zip                           | Physical Zip                                   |   |
| Physical Address County                        | Physical County                                | Note: If Business Address is Out of State, Enter 'OutOfState' for Physical County             |
| Mailing Address Line 1                         | Mailing Address Line 1                         |   |
| Mailing Address Line 2                         | Mailing Address Line 2                         | Note: If Mailing Address is the same as Physical, then Mailing Address fields can be blank    |
| Mailing Address City                           | Mailing Address City                           |   |
| Mailing Address State                          | Mailing Address State                          |   |
| Mailing Address Zip                            | Mailing Address Zip                            |   |
| Mailing Address County                         | Mailing Address County                         | Note: If Mailing Address is Out of State, Enter OutOfState for Mailing County                 |
| Billing Name (as it appears on telephone bill) | Billing Name (as it appears on telephone bill) |   |
| Billing Address Line 1                         | Billing Address Line 1                         | Note: If Billing Address is same as Mailing Address, then Mailing Address fields can be blank |
| Billing Address Line 2                         | Billing Address Line 2                         |   |

|                            |   |   |
|----------------------------|---|---|
| Billing City               | Billing City  |   |
| Billing State              | Billing State   |   |
| Billing Zip                | Billing Zip   |   |
| Billing County             | Billing County  | Note: If Billing Address is Out of State, Enter OutOfState for Billing County |
| Authority to grant 1       | Enter 'Y' in this field confirming that Contact Person 1 has the authority to release phone records as needed to process complaints |   |
| Update Contact Person 1    | Enter 'Y' in this field confirming that Contact Information for Contact Person 1 will be kept up-to-date                            |   |
| Contact 1 First Name       |   |   |
| Contact 1 Last Name        |   |   |
| Contact 1 Job Title        |   |   |
| Contact 1 Email Address    |   |   |
| Contact 1 Telephone Number |   |   |
| Contact 2 First Name       | Contact 2 Information is optional   |   |
| Contact 2 Last Name        |   |   |
| Contact 2 Job Title        |   |   |

|                            |   |
|----------------------------|---|
| Contact 2 Email Address    |   |
| Contact 2 Telephone Number |   |
| Authority to grant 2       | Enter 'Y' in this field confirming that Contact Person 2 has the authority to release phone records as needed to process complaints |
| Update Contact Person 2    | Enter 'Y' in this field confirming that Contact Information for Contact Person 2 will be kept up-to-date                            |
|                            |   |
|                            |   |
|                            |   |