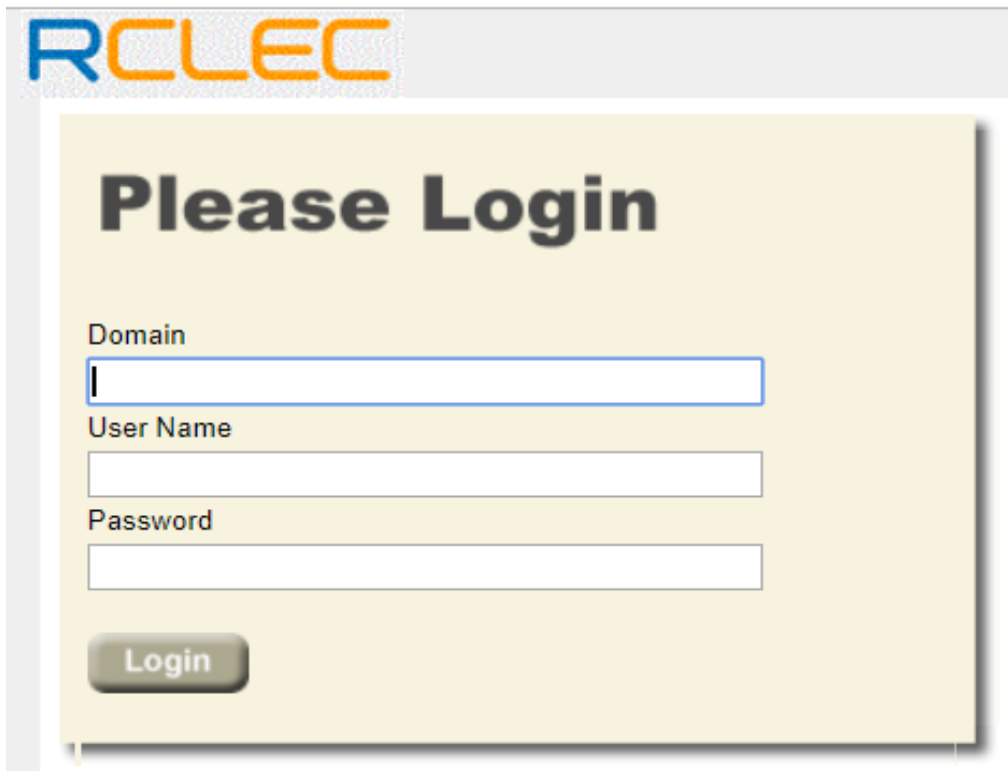


NOTE: This tool works best in IE or Chrome with the IE extension

Creating an LSR Order to send to RCLEC as though you are the winning LEC

https://rclec.neustar.com/gateway/NFServlet?NFH_MessageId=&NFH_Page=%2fpages%2fsearch%2fsear



The image shows the RCLEC login page. At the top left is the RCLEC logo. Below it is a large heading "Please Login". Underneath the heading are three input fields: "Domain", "User Name", and "Password". Each field is a simple white box with a blue border. Below the "Password" field is a "Login" button with a dark grey background and white text.

2. Begin to Create an LSR Order:

- a. Click **Create Order** at the top of the screen next to the RCLEC logo
- b. Select **LSR Order** from the *Order Type* dropdown
- c. *Request Type* dropdown should default to **CB – Number Port**
- d. *Supplier Type* dropdown should default to **RCLEC**
- e. Click the grey **Create Order** button begin creating your request

Create Order

Select the following information to create a new order:

Order Type:

LSR Order ▼

Request Type:

CB - Number Port ▼

Supplier:
 ▾

Template (Optional):
 ▾

Excel File (Optional):

3. Populate the LSR tab of the LSR order:

RCLEC [Create Order](#) [Search Orders](#) [Se Mes](#)

RingCentral LSR Order

CB - Number Port Request **LSR** EU NP DL*

[Administrative](#) [Bill](#) [Contact](#) [Remarks](#)

Administrative Section

RingCentral LSR Order

CB - Number Port Request **LSR** EU NP DL*

[Administrative](#) [Bill](#) [Contact](#) [Remarks](#)

- Customer Carrier Name Abbreviation (CCNA):
- Purchase Order Number (PON): *Winning Carrier to create*
- Version Identification (VER): 00

Administrative Section

Customer Carrier Name Abbreviation (CCNA)


Purchase Order Number (PON)

Version Identification (VER)

Local Service Request Number (LSRNO)

Location Quantity (LOCQTY)	<input type="text"/>
Hunt Group Quantity (HTQTY)	<input type="text"/>
Account Number (AN)	<input type="text"/>
Account Telephone Number (ATN)	<input type="text"/>
Associated Account Number (AAN)	<input type="text"/>
Service Center (SC)	<input type="text"/>
Service Center 1 (SC1)	<input type="text"/>
Service Center 2 (SC2)	<input type="text"/>
Response Identifier (RESID)	<input type="text"/>
Date and Time Sent (DTSENT)	11-06-2018-1039AM

d. Date (DDD): **Note, our porting SLA is 6 days. 72 hours to respond, FOC granted, then 72 h**


Desired Due Date
<u>Date (DDD)</u> <input type="text"/> 

- e. Requisition Type and Status (REQTYPE): **CB**
- f. Activity (ACT): **V**

<u>Requisition Type and Status (REQTYP)</u>	CB ▼
Product Arrangement (P)	▼
Sub-loop Indicator (SLI)	▼
<u>Activity (ACT)</u>	V ▼

- g. New Network Service Provider ID (NNSP):
- h. Status (GAUTH): **Y**
- i. Date (DATED):
- j. Name (AUTHNUM):

Personal Identifier (PID)	<input type="text"/>
New Network Service Provider ID (NNSP)	1234
Old Network Service Provider Alternate SPID (ONSPALTSPID)	<input type="text"/>
Old Network Service Provider ID (ONSP)	<input type="text"/>
Additional Engineering (AENG)	▼
Additional Labor (ALBR)	▼
Special Construction Authorization (SCA)	▼
Agency Authorization	

Status (AGAUTH)	Y ▼
Date (DATED)	11-06-2018 
Name (AUTHNM)	Auth End User Name

k. Number Portability Direction Indicator (NPDI): D

Number Portability Direction Indicator (NPDI)	D - Wireline to Wireline ▼
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Contact Section

RingCentral LSR Order

CB - Number Port Request LSR EU NP DL*

Administrative Bill **Contact** Remarks

- a. Name (INIT):
- b. Telephone Number (TELNO):
- c. Email Address (EMAIL):

Local Service Request

Contact Section

Initiator Contact	
Name (INIT)	Gaining Carrier Contact
Telephone Number (TELNO)	Gaining Carrier
E-Mail Address (EMAIL)	Gaining Carrier

4. Populate the End User (EU) tab

RingCentral LSR Order

CB - Number Port Request LSR EU NP DL*

Location Access Section

- a. *Number (SANO):*
- b. *Street Name (SASN):*
- c. *Street Type (SATH):*
- d. *City:*
- e. *State/Province (STATE):*
- f. *ZIP Code (ZIP):*

RingCentral LSR Order

CB - Number Port Request

LSR **EU** NP DL*

Administrative *Location Access** Inside Wire Bill Disconnect Information* Remarks

Location Number (LOCNUM)

End User Activity (EUA)

End User Name (NAME)

New Construction (NCON)

Service Address

Address Format Type (AFT)

Number Prefix (SAPR)

Number (SANO)

Number Suffix (SASF)

Street Directional Prefix (SASD)

Street Name (SASN)

Street Type (SATH)

Street Directional Suffix (SASS)

Location Designator 1 (LD1)

Location Value 1 (LV1)

Location Designator 2 (LD2)

Location Value 2 (LV2)

Location Designator 3 (LD3)

Location Value 3 (LV3)

Additional Address Information (AAI)

City

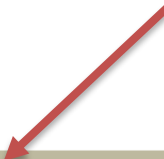
State/Province (STATE)

ZIP Code (ZIP)

5. **Populate the Number Portability (NP) tab**

RingCentral LSR Order

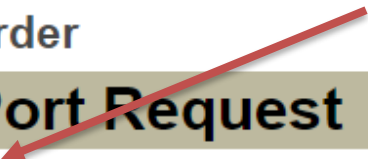
CB - Number Port Request LSR EU **NP** DL*



Service Details Section

RingCentral LSR Order

CB - Number Port Request LSR EU **NP** DL*



Administrative *Service Details** Remarks

- a. Location Number (LOCNUM): *Number quantity of port request*
- b. Line Number (LNUM): *Number quantity of port request*

Service Details Section

Location Number (LOCNUM)

Line Number (LNUM)

- c. Ported Telephone Number (PORTEDNBR):

Ported Telephone Number (PORTEDNBR)

Copies: Replicate: Go To:

Note: To add additional lines, populate the Copies field with how many additional forms you need. If you want to replicate the existing info onto the additional forms, checkmark the box that says Replicate. You can then navigate between the forms by using the Go To dropdown.

Ported Telephone Number (PORTEDNBR)

Copies: Replicate: Go To:

To validate your order to ensure the LSR is complete, click on Printable View in the upper right hand corner

[Printable View](#)

LSR Request Detail

Local Service Request

ADMINISTRATIVE SECTION		
CCNA: XYZ	PON: RC12345	VER: 00
DTSENT: 11-06-2018-1039AM	REQTYP: CB	ACT: V
NNSP: 1234	AGAATH: Y	DATED: 11-06-2018
AUTHNM: Auth End User Name	NPDI: D	
CONTACT SECTION		
INIT: Gaining Carrier Contact	TELNO: Gaining Carrier	EMAIL: Gaining Carrier

End User

LOCATION ACCESS SECTION		
LOCATIONACCESS		
SANO: 12	SASN: Main	SATH: St
CITY: Anytown	STATE: CO	ZIP: 00000

Number Portability

SERVICE DETAILS SECTION		
NP_SERVICEDetails		
LOCNUM: 01	LNUM: 01	PORTEDNBR: 111111111
NP_SERVICEDetails		
LOCNUM: 02	LNUM: 02	PORTEDNBR: 222222222
NP_SERVICEDetails		
LOCNUM: 03	LNUM: 03	PORTEDNBR: 333333333

6. Click **Submit** (Bottom Left Hand Corner)



The image shows a screenshot of a web form. At the top, there is a yellow horizontal bar. Below this bar, there are four buttons arranged horizontally: "Submit", "Validate", "Save", and "Clear". The "Submit" button is located at the bottom left corner of the form area. The entire form area is enclosed in a thin blue border at the bottom.