



FTC ACCOUNTS QUICK REFERENCE GUIDE

Step 1

Using your web browser, go to...
<https://telemarketing.donotcall.gov/>

Step 2

Click the “register new users” button on the left menu.

Step 3

“Create a Profile”

Scroll down the page. Enter your “organization information”, click “seller” as your “organization function”, and enter the “authorized representative” information in the form. Click the “submit” button.

Step 4

“Create a Profile - Review”

Review your information, click the “create profile” button.

Step 5

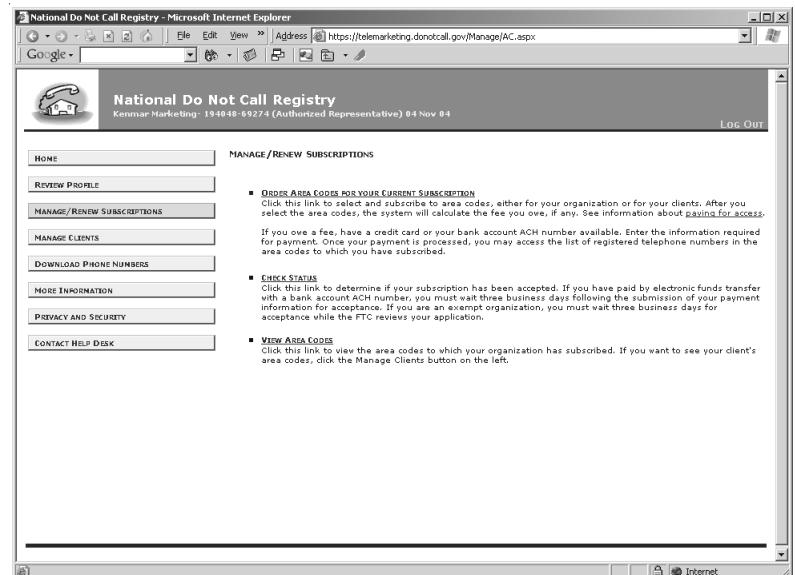
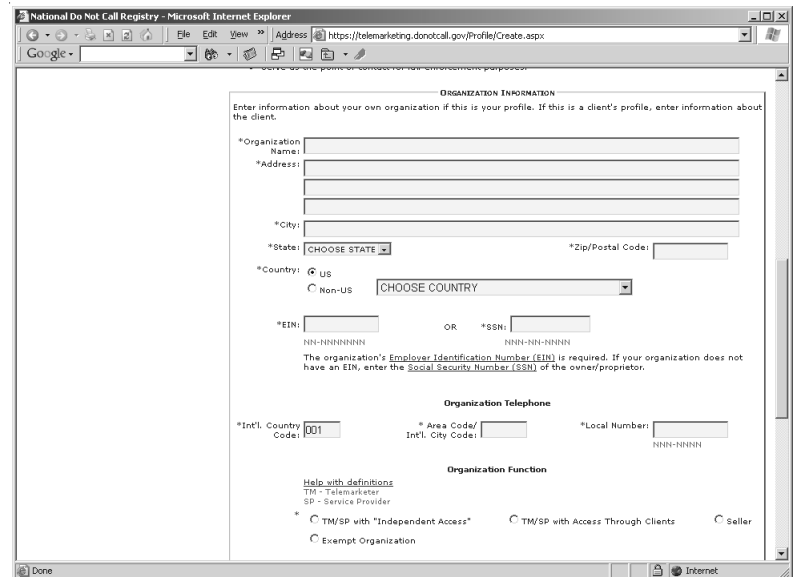
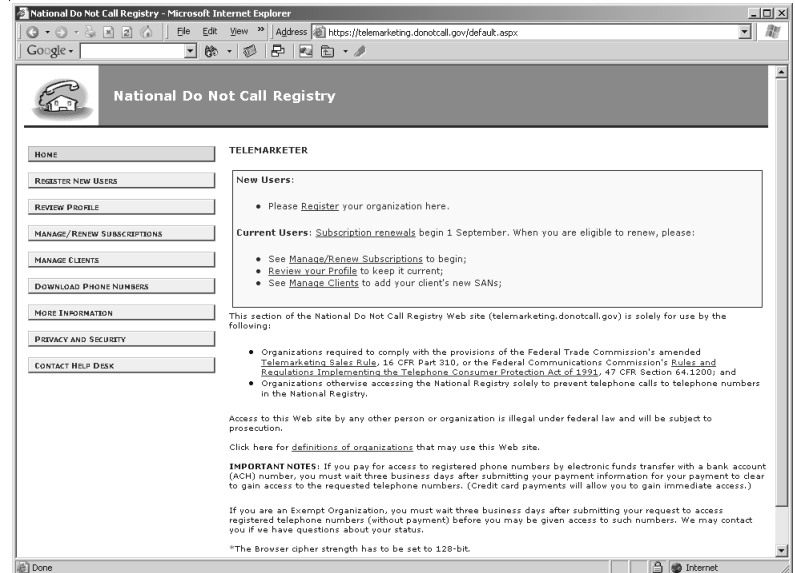
“Create a Profile - Certification”

Choose the “yes” option, then click the “certify” button.

Step 6

“Create a Profile - Complete”

Print-out this page. Store your organization ID, representative password, and downloader password in a safe place.



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Step 7

On the left menu bar, click “manage/renew subscriptions”.

Step 8

Log-in by entering your organization ID, enter the representative’s password, click on the circle for representative, then click on the “log-in” button.

Step 9

“Manage/Renew Subscriptions”

Click the link for “order area codes for your current subscription”.

Step 10

“Order Area Codes for your Current Subscription”

Subscribe to all of the area code(s), state(s) you need, or the national file. The first five area codes are free. You must pay for each additional area code after five.

Step 11

Follow the FTC’s instructions on each screen.

Step 12

“Order Area Codes Step 4 - Subscription Complete”

Print this page and store in a safe place. This page will have your Subscriber Account Number (SAN).

You’re Done!

Fax us your SAN and Expiration Date.

Please record your SAN and expiration date on FNBR’s Authorization form and fax to 888-988-8422.

