

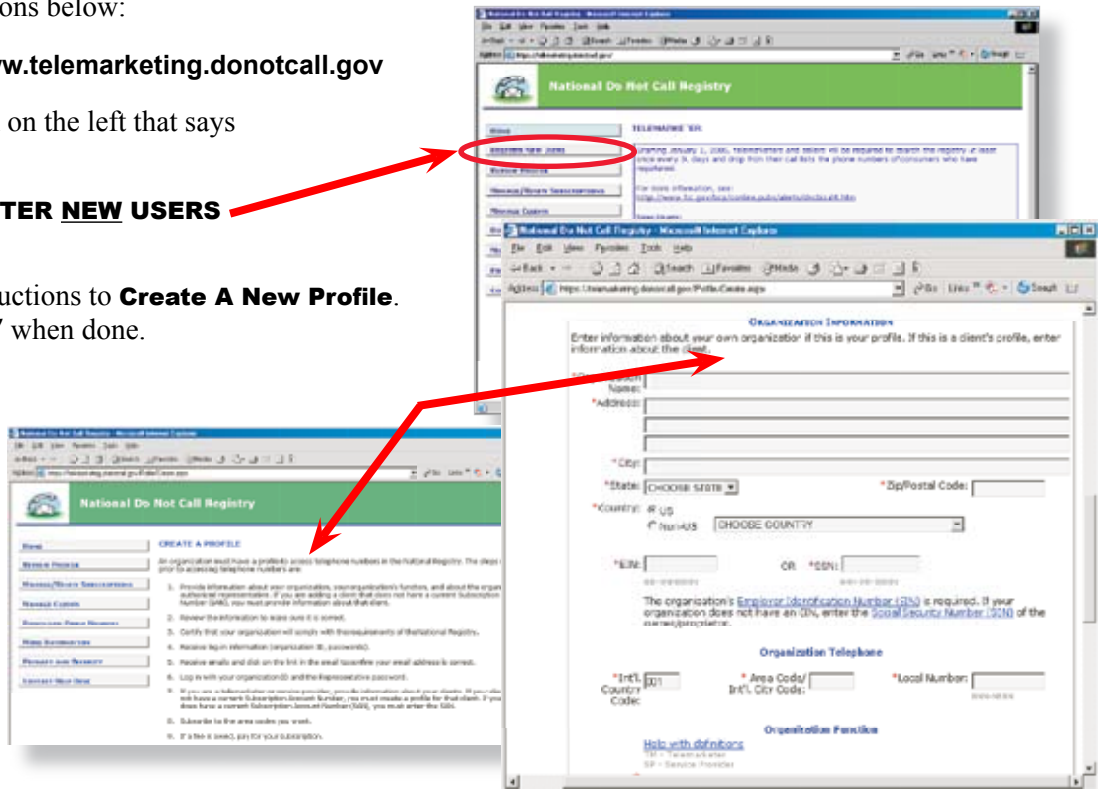
## How To Obtain A Subscription Account Number (SAN)

Please follow the instructions below:

- Go to <http://www.telemarketing.donotcall.gov>
- Click the button on the left that says

**REGISTER NEW USERS**

- Follow the instructions to **Create A New Profile**. Press **"Submit"** when done.



- Next step under **Create A New Profile** is the Certification Process.
  - \_\_\_ Read items 1 - 5, check **"Yes"** and press **"Certify"** to continue.
- You now have an Organization ID & Representative Password.
  - \_\_\_ Print this page for your records.
- Next you select the **area codes** into which you will place calls to consumers.
  - \_\_\_ Click the link that says **"Manage / Renew Subscriptions"**
  - \_\_\_ Enter your Organization ID and Representative Password as requested to access this section.
- Choose **Order Area Codes For Your Current Subscription** and follow the instructions.
  - \_\_\_ Under **"Subscribe For"** select **"My Organization"**
- Select the desired area codes. Please note that the first five (5) area codes you choose are free. Each additional area code costs \$54 per area code per year.
- Click **"Continue"** to confirm your order.
- You should print this page and keep it for your records. This page shows your Subscription Account Number (SAN), Organization ID & Downloader Password and any payment amount.