

## GETTING STARTED WITH THE RE-REGISTRATION

1. LOGIN
2. Click on 'Pay phone Registration' under PUC Applications menu at left side of page.



3. The company you have been granted access to will appear. Click on the green arrow to the right of the company name.
4. Make the appropriate changes to each section marked with an arrow – click submit in each section you make changes to, including Affirmation.



- Upload Data (Pay phone numbers and county locations file – Excel or CSV files only). See page 8 for details.

**Pay Phone Registration**

User: jluckey  
Company: PP160001  
Year: 2016  
Project: 44977

[Refresh Data](#)

"Refresh Data" clears form and start over with most recent data from our database. (this can not be undone)

**Payphone Menu**

- Company Info ✓
- Certified DBAs ✓
- Mailing Info ✓
- Payphone Information ✓
- Upload Data ✓
- Affirmation ✓
- View All Sections
- Print Report
- Submit Report

**Payphone Numbers and County Locations**

**Files Uploaded (max 1 files. Only xls,xlsx,csv file types allowed) Portal Help Page**

No Files Uploaded

**Upload Files Here**

Upload File  Submit

NOTE: For changes to business entity, state of incorporation, identification numbers, or business or professional certificates please convey information in the note field in the Affirmation section below. Thank you.

- Affirmation – This section must be completed even if there are no changes elsewhere.

**Pay Phone Registration**

User: jluckey  
Company: PP160001  
Year: 2016  
Project: 44977

[Refresh Data](#)

"Refresh Data" clears form and start over with most recent data from our database. (this can not be undone)

**Payphone Menu**

- Company Info ✓
- Certified DBAs ✓
- Mailing Info ✓
- Payphone Information ✓
- Upload Data ✓
- Affirmation ✓
- View All Sections
- Print Report
- Submit Report

**Affirmation**

Save a record  
Show Help

After Editing the sections, you MUST select the Submit button to save record.  
Toggle the help section ON or OFF.

**Affirmation**

Comments:

1 Name:

2 Title:

Affirm Date: 5/26/2016 7:53:05 AM  
Status: EDIT

By submitting this report, I swear and affirm that all statements and representations submitted herein are true and correct to the best of my knowledge.

Submit

4 After clicking submit click Submit Report

5. Click 'Submit Report' to the left of the webpage under Pay phone menu.

6. Click 'Check Data' within the section



You must check your data before submitting you report. Afterwards the Submit button will be enabled to submit the form.



Your re-registration will not be complete until three (3) copies of the form that will be attached to an email sent to you are received by the Central Records Filing Clerk. The mailing address is Public Utility Commission of Texas, Attn: Central Records, P.O. Box 13326, Austin, TX 78711-3326

**What Happens when I submit my data?**

- All the information, including any uploaded files is sent to our servers.
- A copy of what you have entered is emailed to you in PDF format.
- Any files you have uploaded are removed from our servers and removed from the report.
- The Affirmation section is cleared.

After submission the report is left in a state that allows you to resubmit the data if needed. Any files that your originally submitted will need to be uploaded again and you will need to complete the Affirmation section as well.

7. Click 'Submit' within the section – you will see a message at top of section 'Registration Has Been Submitted!' **This only means that it was submitted electronically. You will receive an email with the 'official' form that you will print** - 3 copies are still required to be printed and filed with Central Records.



You must check your data before submitting you report. Afterwards the Submit button will be enabled to submit the form.



Your re-registration will not be complete until three (3) copies of the form that will be attached to an email sent to you are received by the Central Records Filing Clerk. The mailing address is Public Utility Commission of Texas, Attn: Central Records, P.O. Box 13326, Austin, TX 78711-3326

**What Happens when I submit my data?**

- All the information, including any uploaded files is sent to our servers.
- A copy of what you have entered is emailed to you in PDF format.
- Any files you have uploaded are removed from our servers and removed from the report.
- The Affirmation section is cleared.

After submission the report is left in a state that allows you to resubmit the data if needed. Any files that your originally submitted will need to be uploaded again and you will need to complete the Affirmation section as well.

**REGULAR AND OVERNIGHT BY U.S. POST OFFICE**

PUBLIC UTILITY COMMISSION  
ATTN: CENTRAL RECORDS  
P.O. BOX 13326  
AUSTIN TX 78711-3326

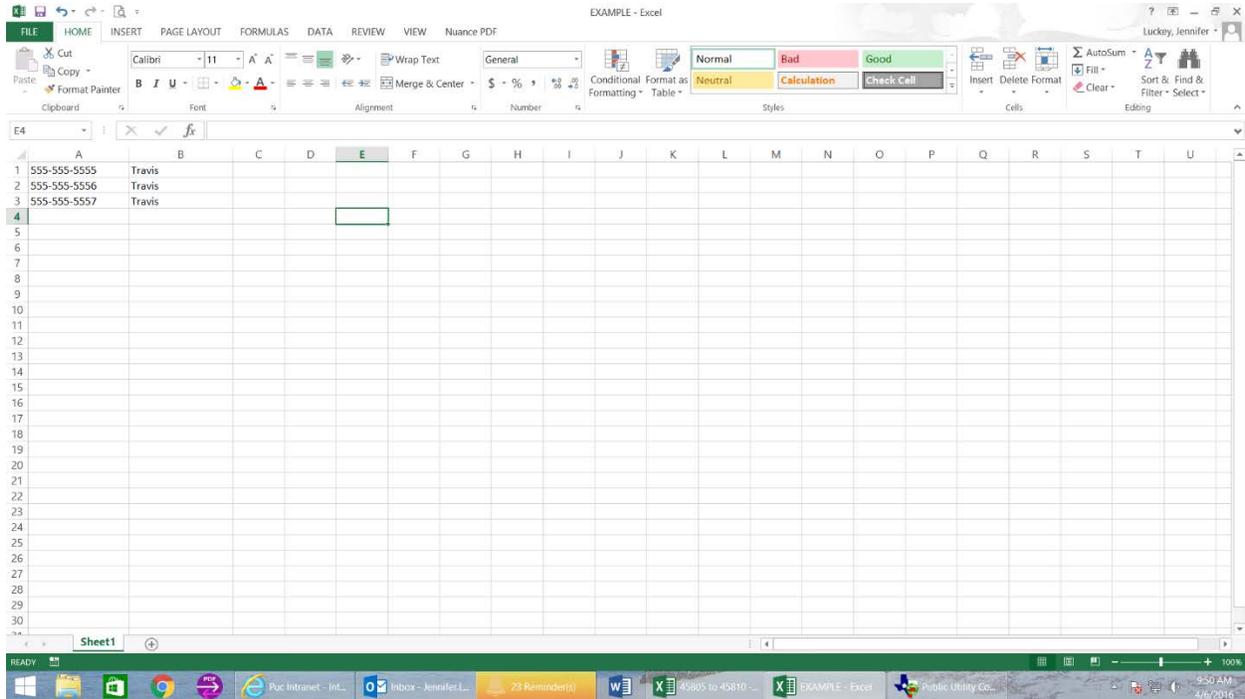
**OVERNIGHT BY FEDERAL EXPRESS, UPS, ETC.**

PUBLIC UTILITY COMMISSION  
ATTN: CENTRAL RECORDS SUITE 8-100  
1701 N CONGRESS AVENUE  
AUSTIN TX 78701

# PAY PHONE NUMBERS AND COUNTY LOCATIONS

If you do not upload the Pay phone numbers and county locations file in the section provided, you must send 2 identical CDs containing the assigned 10 digit phone numbers and county locations **(UPLOAD OR SEND 2 CDS – if there are 5 OR LESS you may enter this in the ‘Comments’ section of the form within the affirmation section)**. The only acceptable formats are .csv, .xls, and .xlsx. You must format the data in the proper columns or the upload process will notify you that your file is not formatted correctly.

The format for uploading the 10 digit PAY PHONE numbers and county locations is as follows:



**FIRST COLUMN (‘A’) IS THE 10 DIGIT PHONE NUMBER, THE SECOND COLUMN (‘B’) IS THE COUNTY NAME.**

No other data should be in this file except the 10 digit numbers and name of the county (no titles, row headings or any spaces). Save the file as **your Company ID/PUC Tracking number that begins with PP and can be found at the top left of the page after you login. Do not add anything else to the file name (e.g. Year or month etc.)**.