REGISTERING FOR A SAN

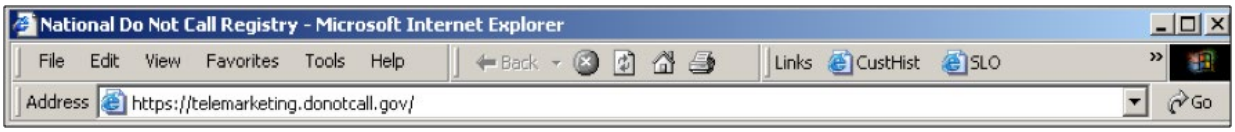
A step-by-step guide to obtaining a Subscription Account Number

A Subscription Account Number (SAN) identifies that an organization has registered with the government for updates to the National Do Not Call Registry, a requirement in order to market or sell products or services by telephone. A SAN is assigned to your organization after the registration is complete and payment (if required) is received. At the end of the annual subscription period, the SAN expires and you must re-register with the government.

To register for a SAN, go to the National Do Not Call Registry website — http://telemarketing.donotcall.gov and follow these instructions:

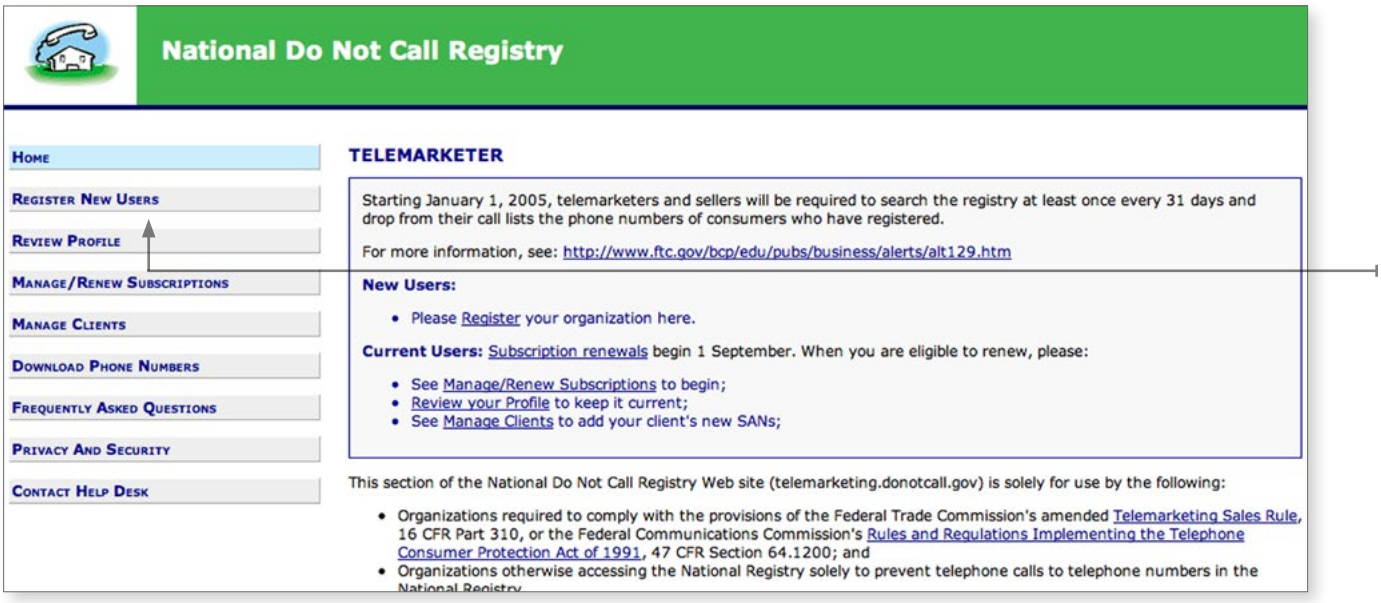
STEP ONE

From your web browser go to www.telemarketing.donotcall.gov



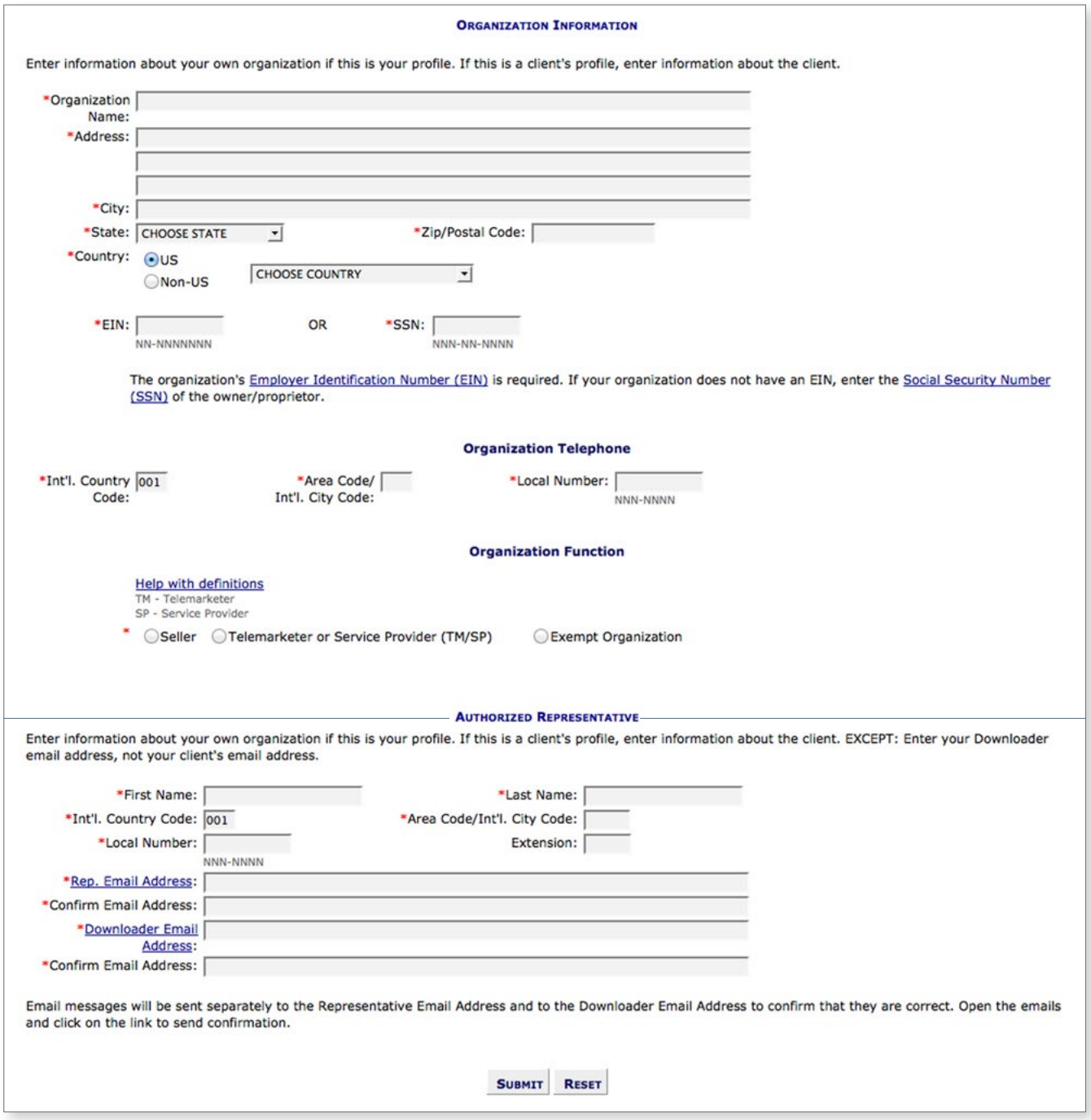
STEP TWO

Select “Register New User”



STEP THREE

Complete the Organization Information Screen



ORGANIZATION INFORMATION

Enter information about your own organization if this is your profile. If this is a client's profile, enter information about the client.

*Organization Name:
*Address:
*City:
*State: CHOOSE STATE *Zip/Postal Code:
*Country: US Non-US CHOOSE COUNTRY

*EIN: NN-NNNNNNN OR *SSN: NNN-NN-NNNN

The organization's Employer Identification Number (EIN) is required. If your organization does not have an EIN, enter the Social Security Number (SSN) of the owner/proprietor.

Organization Telephone

*Int'l. Country Code: 001 *Area Code/ Int'l. City Code: *Local Number: NNN-NNNN

Organization Function

Help with definitions
TM - Telemarketer
SP - Service Provider

* Seller Telemarketer or Service Provider (TM/SP) Exempt Organization

AUTHORIZED REPRESENTATIVE

Enter information about your own organization if this is your profile. If this is a client's profile, enter information about the client. EXCEPT: Enter your Downloader email address, not your client's email address.

*First Name: *Last Name:
*Int'l. Country Code: 001 *Area Code/Int'l. City Code:
*Local Number: NNN-NNNN Extension:
*Rep. Email Address:
*Confirm Email Address:
*Downloader Email Address:
*Confirm Email Address:

Email messages will be sent separately to the Representative Email Address and to the Downloader Email Address to confirm that they are correct. Open the emails and click on the link to send confirmation.

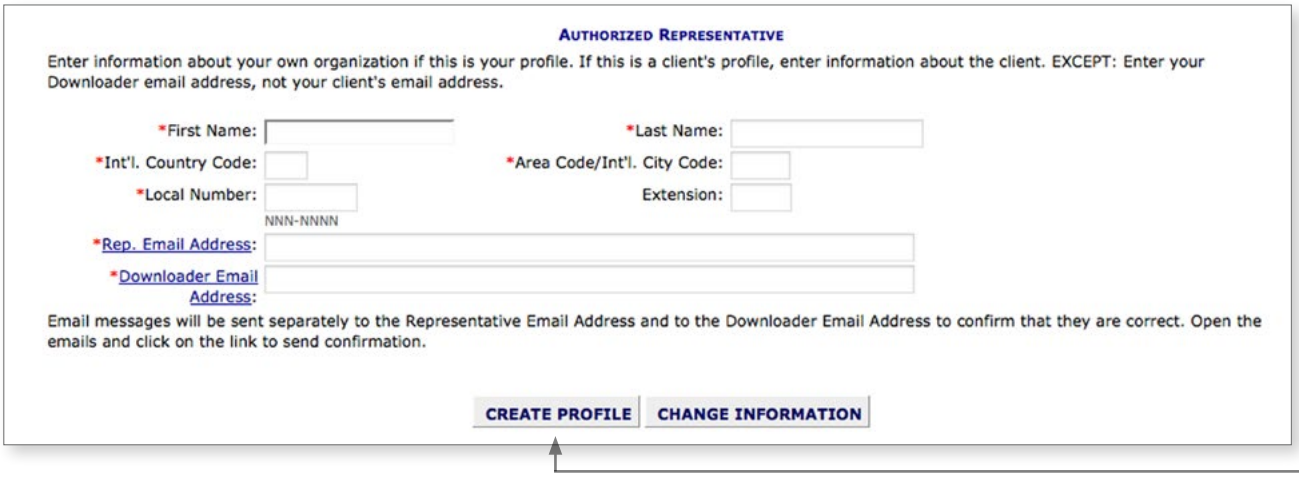
SUBMIT RESET

STEP FOUR

Choose “Seller”

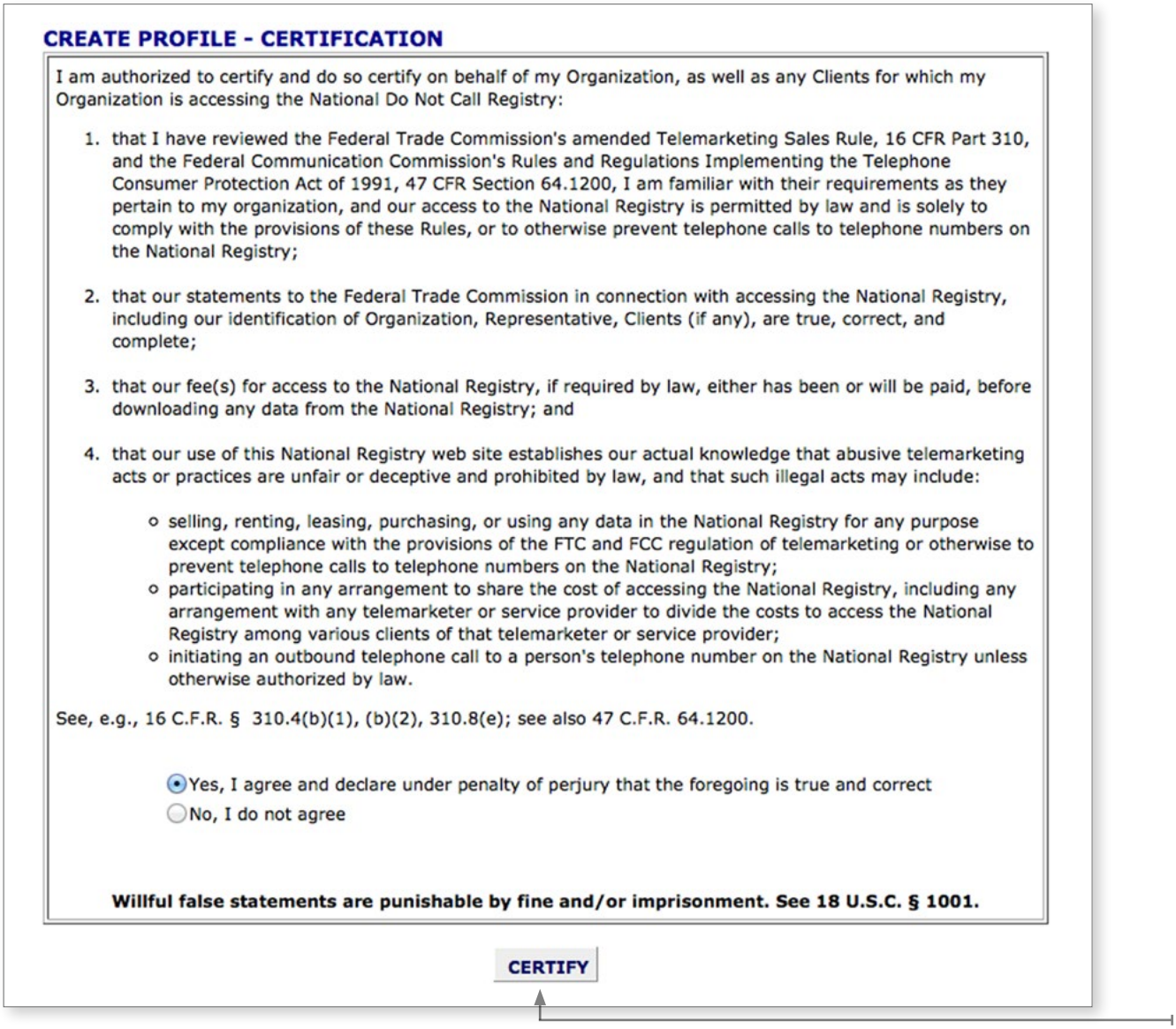
STEP FIVE

Select “Create Profile”



STEP SIX

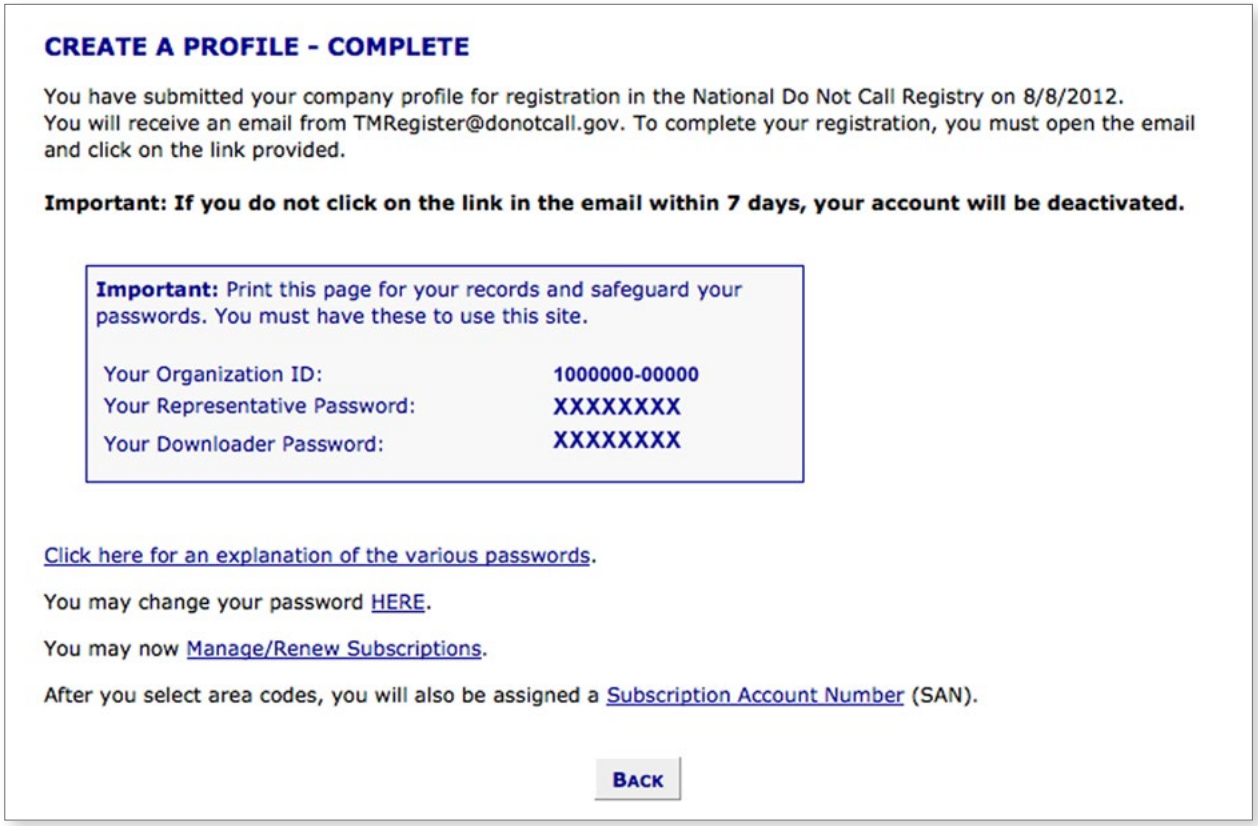
If you agree, select “Yes, I agree” then “Certify”



STEP SEVEN

Record your Organization ID Number and Passwords

Note: InfoUSA requires both a SAN number and Organization ID number to receive lists



CREATE A PROFILE - COMPLETE

You have submitted your company profile for registration in the National Do Not Call Registry on 8/8/2012.
You will receive an email from TMRegister@donotcall.gov. To complete your registration, you must open the email and click on the link provided.

Important: If you do not click on the link in the email within 7 days, your account will be deactivated.

Important: Print this page for your records and safeguard your passwords. You must have these to use this site.

Your Organization ID:	1000000-00000
Your Representative Password:	XXXXXXXX
Your Downloader Password:	XXXXXXXX

Click here for an explanation of the various passwords.

You may change your password HERE.

You may now Manage/Renew Subscriptions.

After you select area codes, you will also be assigned a Subscription Account Number (SAN).

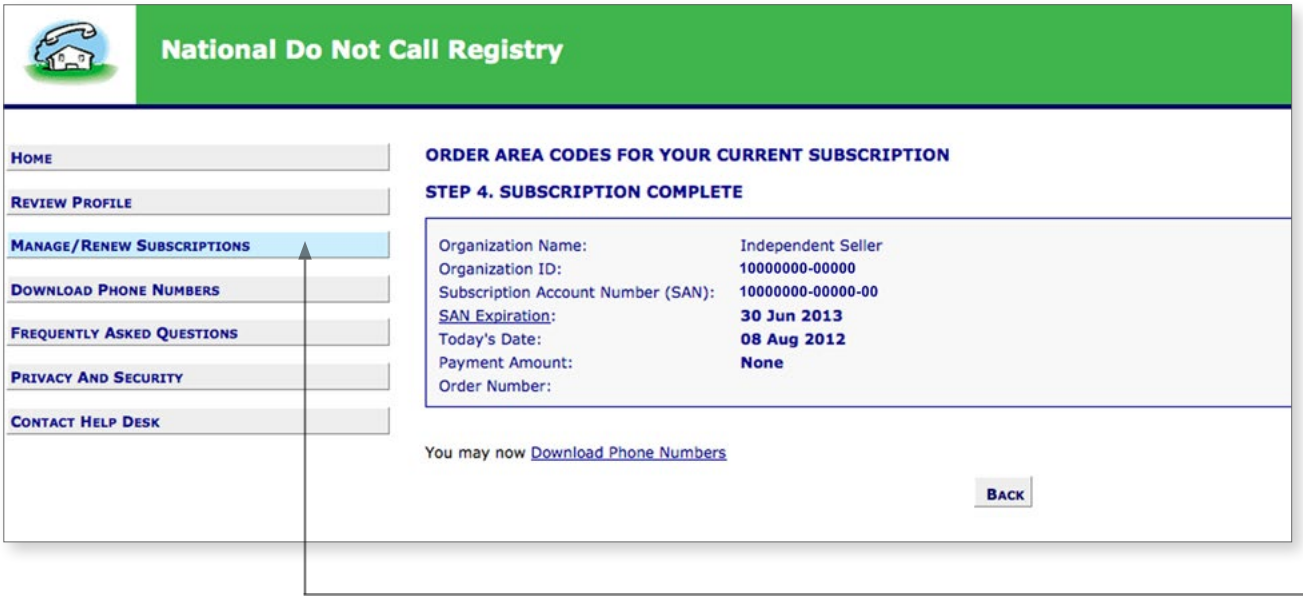
BACK

STEP EIGHT

Login to your email and activate your account by following instructions within email

STEP NINE

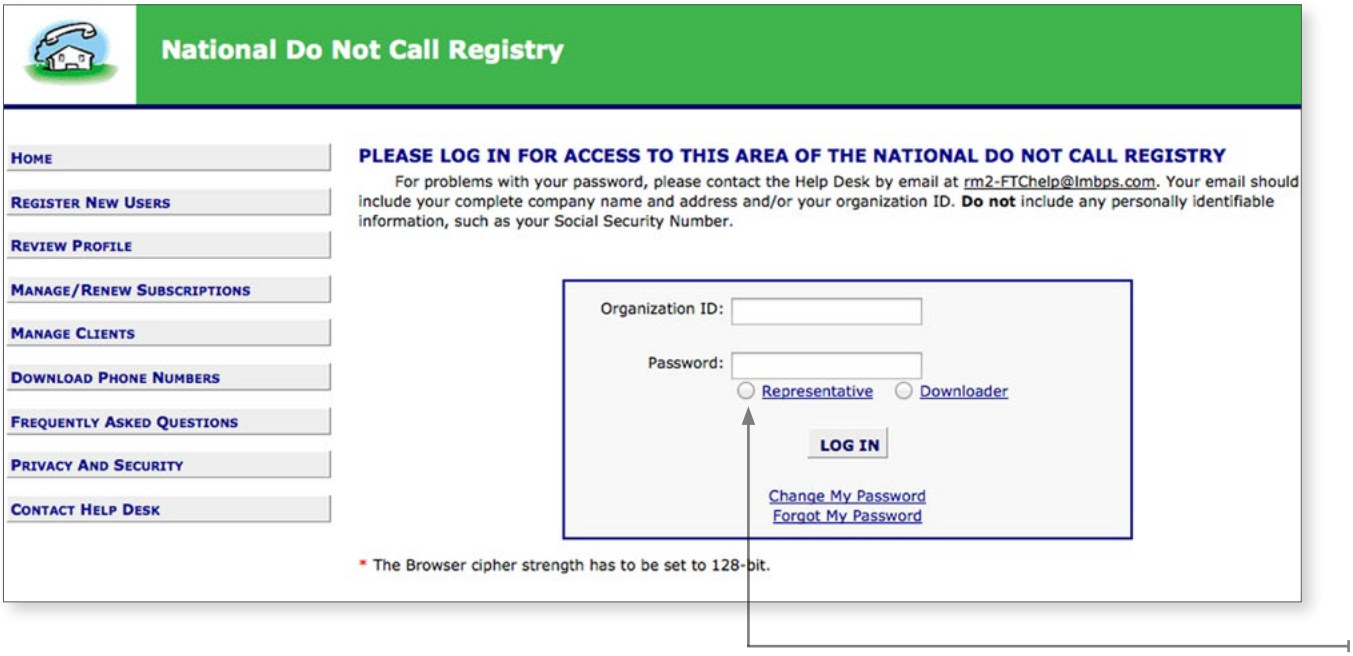
Select “Manage/Renew Subscriptions”



STEP TEN

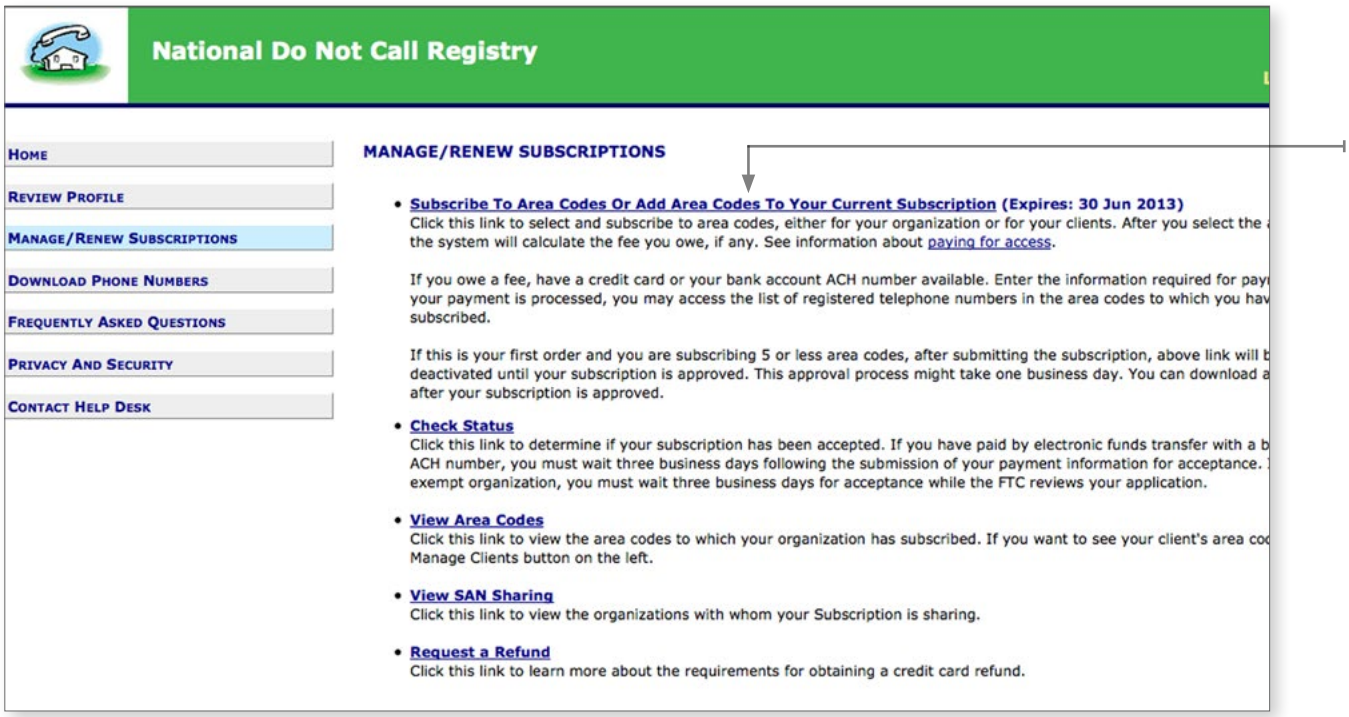
Log in using your Organization ID and Password provided.

Select “Representative”



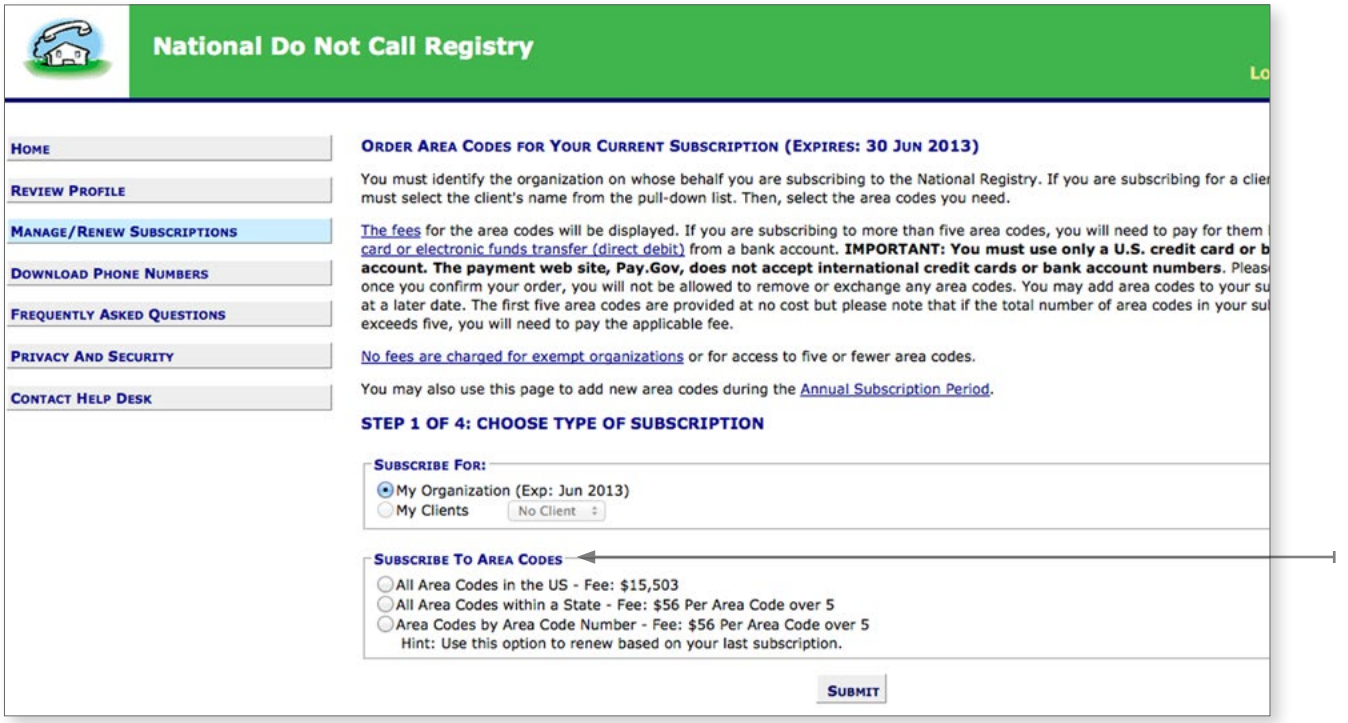
STEP ELEVEN

Select “Subscribe to Area Codes”



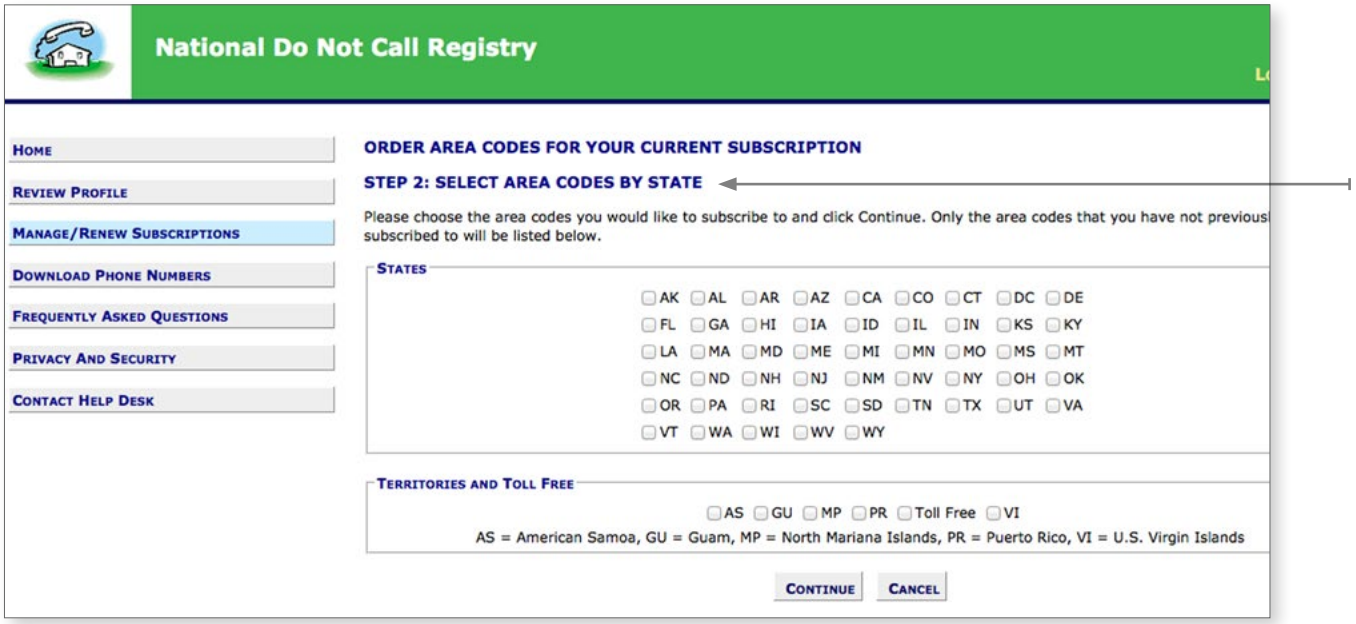
STEP TWELVE

Choose Area codes to subscribe to



STEP THIRTEEN

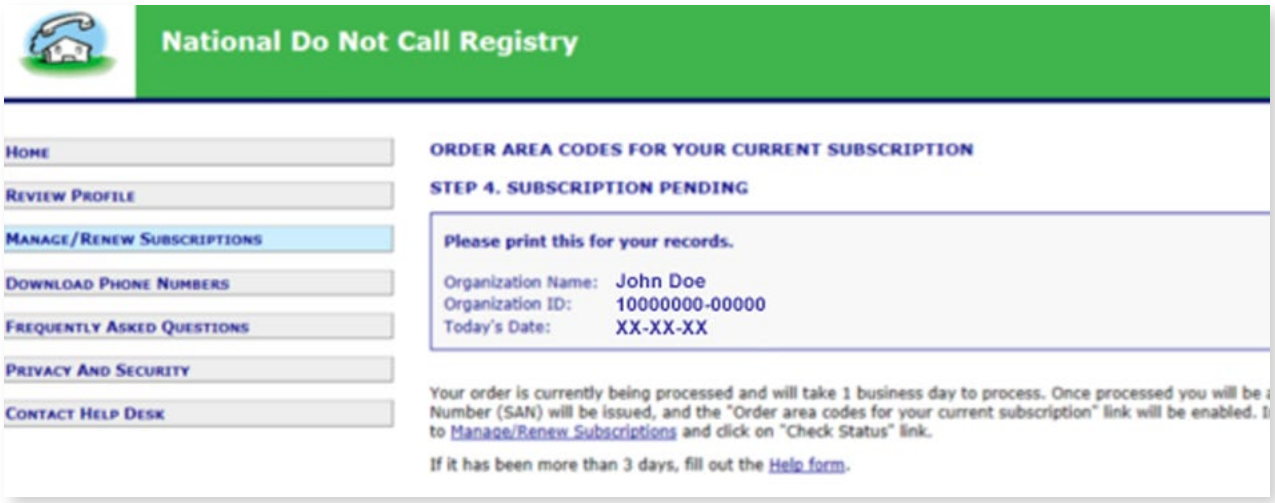
Select “Area Codes” and click “Continue”



STEP FOURTEEN

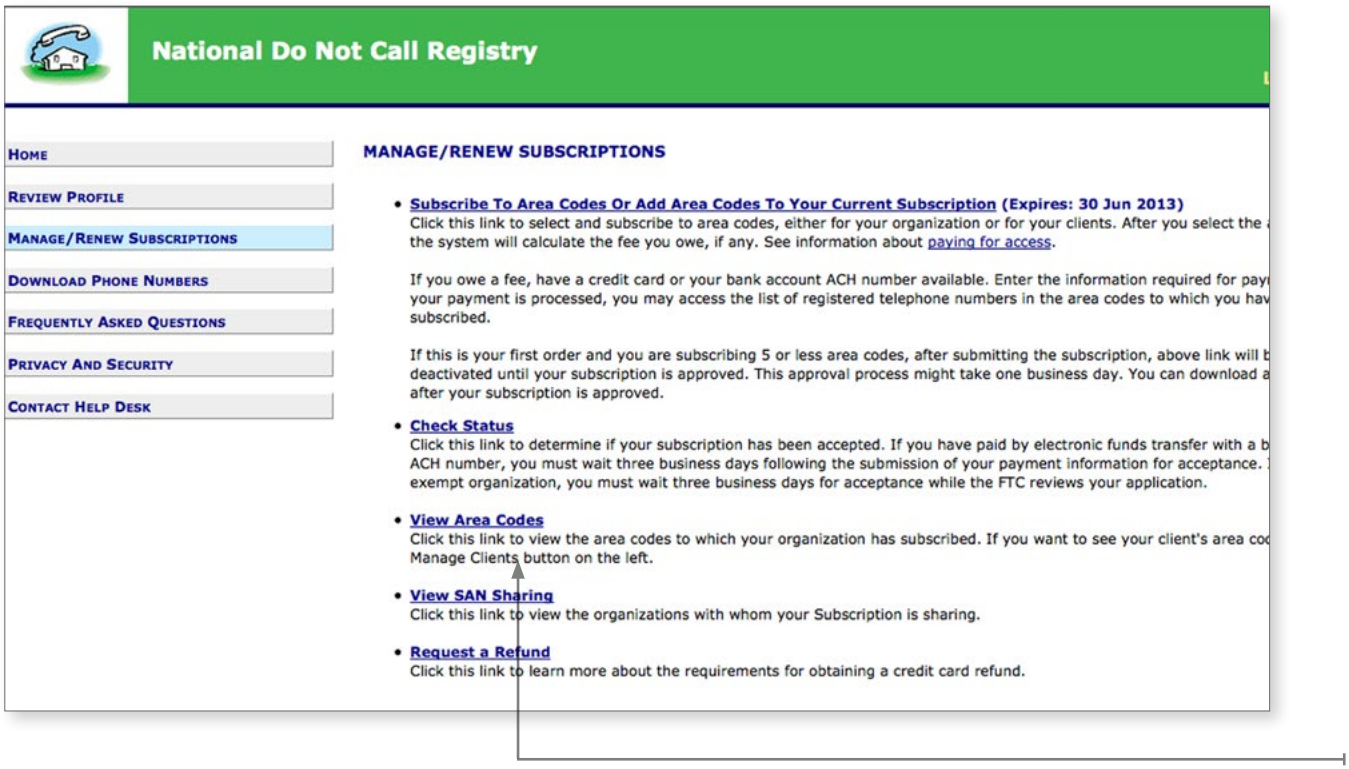
It can take up to 1 business day for you to receive your SAN Number.

Wait until you receive your SAN Number to continue onto Step Fifteen.

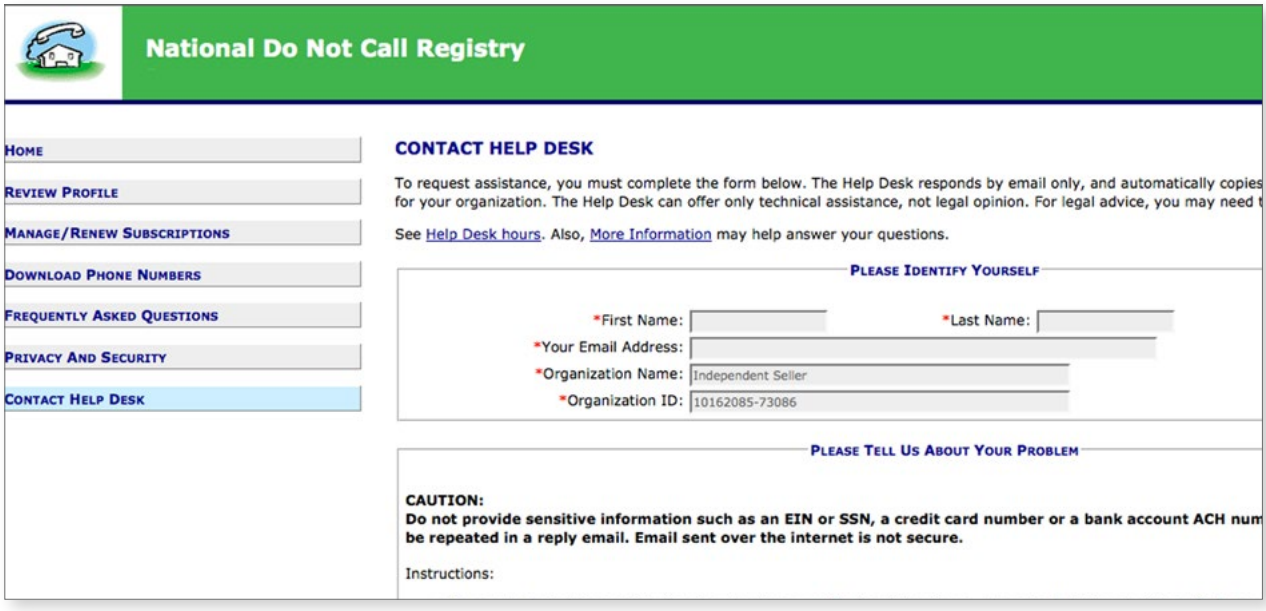


STEP FIFTEEN

Once you have received your SAN click “View Area Codes”



If you have any difficulty during the process, select “Contact Help Desk”



Now that you are finished the registration process and have received a SAN, you are ready to place your order.
Please call your InfoUSA representative at 866.805.1691 for immediate assistance.

Or, if you need additional help with your SAN, please contact our Customer Service Experts a call 866.382.2555.