

Instructions for Registering for a Subscription Account Number (SAN)

1. Go to www.telemarketing.donotcall.gov
2. Click on “Register New Users”
3. You may want to read over: “Create A Profile”. Otherwise, go to the bottom of the page and fill out the information for your company or yourself.
4. In the “Organization Information” section, enter your information:
 - a. Enter organization (company) name or your name
 - b. Enter company address, city, state, and zip
 - c. Enter country: click “US” and also scroll down in the drop box to United States
 - d. Enter either your EIN (Employer Identification Number) or SSN (Social Security Number)
 - e. Enter company telephone
 - f. Enter Organization Function: click **SELLER**
5. In the “Authorized Representative” section, enter your contact information.
6. Also, enter your e-mail in the “Downloader E-Mail Address” section.
7. Click “Submit” at the bottom of the page.
8. The “Create A Profile” page will appear. Click “Create Profile” at the bottom of the page.
9. Review the “Create Profile – Certification” and click “Yes”
10. Click “Certify” at the bottom of the page
11. The next page is “Create A Profile – Complete”
 - a. Print this page for your records
 - b. This is your Organization ID and passwords that you will need to get a SAN number
12. On the left side of the screen there are gray boxes. Click on “Manage/Renew Subscriptions” and enter your Organization ID and either the “Representative” or “Downloader” password.
13. Click “Order Area Codes for Your Current Subscription”
14. Under Subscribe to Area Codes at the bottom of the page, click “Area Codes by Area Code Number” -- As long as you choose five area codes or less, there will be no charge for this service
15. Click on the 1-5 area codes of your choosing (they are in numerical order)
16. Click “Continue” and look over your choices to be sure they are correct
17. Click “Continue” again.
18. Print this page for your records
19. The third line is your SAN number to order the numbers from Kramer Direct. Your SAN is good for one year. The expiration date is listed on your SAN confirmation and you can go back to the website to renew your subscription.



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