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](http://telemarketing.donotcall.gov) and follow these instructions:

**STEP ONE**

From your web browser go to [www.telemarketing.donotcall.gov](http://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:**
- **Country:**
  - [ ] US
  - [ ] Non-US
- **EIN:**
  - [ ] NN-NNNNNNN
- **OR**
  - [ ] SSN:
    - [ ] NN-NNNNNNN

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**

- **Intl. Country Code:**
- **Area Code/Intl. City Code:**
- **Local Number:**

**Organization Function**

- [ ] 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:**
- **Intl. Country Code:**
- **Area Code/Intl. City Code:**
- **Local Number:**

**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”

CREATE PROFILE - CERTIFICATION

I am authorized to certify and do so certify on behalf of my Organization, as well as any Clients for which my Organization is accessing the National Do Not Call Registry:

1. that I have reviewed the Federal Trade Commission’s amended Telemarketing Sales Rule, 16 CFR Part 310, and the Federal Communication Commission’s Rules and Regulations Implementing the Telephone Consumer Protection Act of 1991, 47 CFR Section 64.1200, I am familiar with their requirements as they pertain to my organization, and our access to the National Registry is permitted by law and is solely to comply with the provisions of these Rules, or to otherwise prevent telephone calls to telephone numbers on the National Registry;

2. that our statements to the Federal Trade Commission in connection with accessing the National Registry, including our identification of Organization, Representative, Clients (if any), are true, correct, and complete;

3. that our fee(s) for access to the National Registry, if required by law, either has been or will be paid, before downloading any data from the National Registry; and

4. that our use of this National Registry web site establishes our actual knowledge that abusive telemarketing acts or practices are unfair or deceptive and prohibited by law, and that such illegal acts may include:
   - selling, renting, leasing, purchasing, or using any data in the National Registry for any purpose except compliance with the provisions of the FTC and FCC regulation of telemarketing or otherwise to prevent telephone calls to telephone numbers on the National Registry;
   - participating in any arrangement to share the cost of accessing the National Registry, including any arrangement with any telemarketer or service provider to divide the costs to access the National Registry among various clients of that telemarketer or service provider;
   - initiating an outbound telephone call to a person’s telephone number on the National Registry unless otherwise authorized by law.

See, e.g., 16 C.F.R. § 310.4(b)(1), (b)(2), 310.8(e); see also 47 C.F.R. 64.1200.

☐ Yes, I agree and declare under penalty of perjury that the foregoing is true and correct
☐ No, I do not agree

Willful false statements are punishable by fine and/or imprisonment. See 18 U.S.C. § 1001.
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).

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”

MANAGE/RENEW SUBSCRIPTIONS

- Subscribe To Area Codes Or Add Area Codes To Your Current Subscription (Expires: 30 Jun 2013)
  - Click this link to select and subscribe to area codes, either for your organization or for your clients. After you select the system will calculate the fee you owe, if any. See information about paying for access.
  
  If you owe a fee, have a credit card or your bank account ACH number available. Enter the information required for your payment, the payment will be made, and your department will be added to the list of area codes to which you have subscribed.

  If this is your first order and you are subscribing 5 or less area codes, after submitting the subscription, above link will be deactivated until your subscription is approved. This approval process might take one business day. You can download a subscription report after your subscription is approved.

- View Area Codes
  - Click this link to view the area codes to which your organization has subscribed. If you want to see your client’s area codes, please log in using the Manage Clients button on the left.

- View SAN Sharing
  - Click this link to view the organizations with whom your Subscription is sharing.

- Request a Refund
  - Click this link to learn more about the requirements for obtaining a credit card refund.

STEP TWELVE
Choose Area codes to subscribe to

ORDER AREA CODES FOR YOUR CURRENT SUBSCRIPTION (Expires: 30 Jun 2013)

You must identify the organization on whose behalf you are subscribing to the National Registry. If you are subscribing for a client, you must select the client’s name from the pull-down list. Then, select the area codes you need.

The fees for the area codes will be displayed. If you are subscribing to more than five area codes, you will need to pay for them card or electronic funds transfer (direct debit) from a bank account. IMPORTANT: You must use only a U.S. credit card or bank account. The payment website, PayGov, does not accept international credit cards or bank accounts. Please once you confirm your order, you will not be allowed to remove or exchange any area codes. You may add area codes to your subscription at a later date. The first five area codes are provided at no cost but please note that if the total number of area codes in your subscription exceeds five, you will need to pay the applicable fee.

No fees are charged for exempt organizations or for access to five or fewer area codes.

You may also use this page to add new area codes during the Annual Subscription Period.

STEP 1 OF 4: CHOOSE TYPE OF SUBSCRIPTION

SUBSCRIBE FOR:
- My Organization (Exp: Jun 2013)
- My Clients (No Client)

SUBSCRIBE TO AREA CODES
- All Area Codes in the US - Fee: $15.503
- All Area Codes within a State - Fee: $56 Per Area Code over 5
- Area Codes by Area Code Number - Fee: $56 Per Area Code over 5

Hint: Use this option to renew based on your last subscription.

Submit
**STEP THIRTEEN**
Select “Area Codes” and click “Continue”

![National Do Not Call Registry](image1)

**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.

![National Do Not Call Registry](image2)
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.