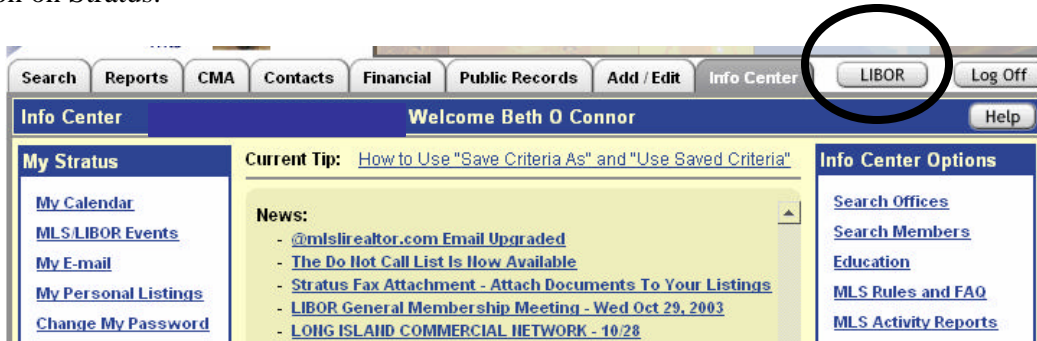


DO NOT CALL INSTRUCTIONS FOR ACCESSING & DOWNLOADING CONSUMER PHONE NUMBERS

Step One: Read all information posted on Realtors Only page of MLSLI.COM which can also be accessed by clicking on the LIBOR button on Stratus.



After clicking on the LIBOR button on Stratus, you will be at the Realtors Only website as shown below:



STEP 2: Register Your Business (*Broker/Owners MUST register to be in compliance, Agents may register individually but can also access using the Broker/Owner's passwords*)

Go to the following website to begin the registration process:

<https://telemarketing.donotcall.gov/>



Click on "ALL NEW USERS MUST CLICK HERE TO CREATE A PROFILE" which you will find at the bottom of the home page.



National Do Not Call Registry

[HOME](#)

[REVIEW/UPDATE PROFILE](#)

[SUBSCRIBE AND PAY](#)

[MANAGE CLIENTS](#)

[DOWNLOAD PHONE NUMBERS](#)

[MORE INFORMATION](#)

[PRIVACY AND SECURITY](#)

[CONTACT HELP DESK](#)

CREATE A PROFILE

An organization must have a profile to access telephone numbers in the National Registry. The steps required prior to accessing telephone numbers are:

1. Provide information about your organization, your organization's function, and about the organization's authorized representative. If you are adding a client that does not have a current Subscription Account Number (SAN), you must provide information about that client.
2. Review the information to make sure it is correct.
3. Certify that your organization will comply with the requirements of the National Registry.
4. Receive log-in information (organization ID, passwords).
5. Receive emails and click on the link in the email to confirm your email address is correct.
6. Log in with your organization ID and the Representative password.
7. If you are a telemarketer or service provider, provide information about your clients. If your client does not have a current Subscription Account Number, you must create a profile for that client. If your client does have a current Subscription Account Number (SAN), you must enter the SAN.
8. Subscribe to the area codes you want.
9. If a fee is owed, pay for your subscription.
10. Wait for your subscription to be accepted.
11. If your subscription is accepted, you will be assigned a Subscription Account Number.
12. Then you may download your area code subscription lists or do an interactive phone number search.

To create a profile, you must be your organization's authorized representative for the National Do Not Call Registry. The responsibilities of an authorized representative are:

- [Certify](#) that your organization will comply with the requirements of the National Registry.
- Manage [representative and downloader passwords](#).
- [Pay for area codes](#), if a fee is owed.
- Serve as the point of contact when your organization submits requests for assistance to the Help Desk.
- Serve as the point of contact for law enforcement purposes.

Enter your company information

If you do not have an EIN (Employer ID Number), you may use your Social Security #

All Realtors should register as "TM/SP with Independent Access"

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: *Zip/Postal Code:

*Country: US

CA US

*EIN: OR *SSN:

NN-NNNNNN NN-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: *Area Code/Int'l. City Code: *Local Number:

NNN-NNNN

Organization Function

* TM/SP with "Independent Access" Seller

TM/SP with access through Clients Exempt Organization

[Help with definitions](#)
 TM - Telemarketer
 SP - Service Provider

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 Download email address, not your client's email address.

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

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

Realtors should NOT enter any client info.

When all required fields are completed, click on SUBMIT



After reviewing all information to be sure it is correct, click on

CREATE PROFILE

Click the circle next to Yes, I agree...

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.



Click CERTIFY once, *wait* until you receive the completion form below

National Do Not Call Registry

CREATE A PROFILE - COMPLETE

You successfully created the profile for your organization on 10/27/2003 and we store it in a safe place.

Your Organization ID is [REDACTED]
Your Representative Password is [REDACTED]
Your Download Password is [REDACTED]

[Click here for an explanation of the various passwords.](#)

To obtain access to area codes, click on [Subscribe and Pay](#).

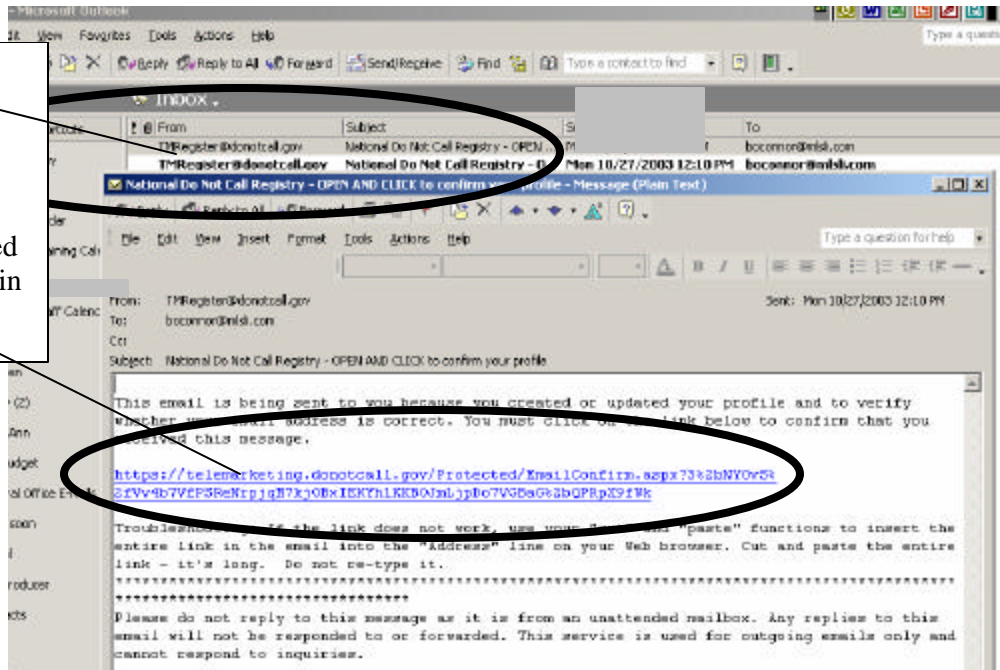
After you select area codes, you will also be assigned a [Subscription Acc](#)
You may change your password [HERE](#).

Back

PRINT THIS PAGE!
AGENTS AND ADMINISTRATIVE STAFF CAN SHARE THESE PASSWORDS TO LOOK UP A PHONE NUMBER

STEP 3: CONFIRM REGISTRATION E-MAIL

E-mail will arrive quickly to both authorized representative and downloader. BOTH e-mails must be confirmed by clicking on the link in the e-mail.



STEP 4: SUBSCRIBE AND CHOOSE AREA CODES

(Payment only required if you want to download more than 5 area codes.)


National Do Not Call Registry

PLEASE LOG IN FOR ACCESS TO THIS AREA OF THE NATIONAL DO NOT CALL REGISTRY

HOME
REVIEW/UPDATE PROFILE
SUBSCRIBE AND PAY
MANAGE CLIENTS
DOWNLOAD PHONE NUMBERS
MORE INFORMATION
PRIVACY AND SECURITY
CONTACT HELP DESK

Organization ID:
Password:
 Representative Downloader
LOG IN
[Change My Password](#)
[Help Desk](#)

CAUTION: Passwords ARE case-sensitive. Use SHIFT for CAPS and CHARACTERS instead of CAPS LOCK



National Do Not Call Registry

Click on SUBSCRIBE TO AREA CODES


- HOME
- REVIEW/UPDATE PROFILE
- SUBSCRIBE AND PAY**
- MANAGE CLIENTS
- DOWNLOAD PHONE NUMBERS
- MORE INFORMATION
- PRIVACY AND SECURITY
- CONTACT HELP DESK

SUBSCRIBE AND PAY

SUBSCRIBE TO AREA CODES
Click this link to select and subscribe to area codes, either for your organization or for your clients. . . selected area codes and phone system will calculate the fee you owe, if any.

If you owe a fee, have a credit card or your bank account ACH number available. Enter the informat required for payment. Once your payment is processed, you may access the list of registered telepr numbers in the area codes to which you have subscribed.

- CHECK STATUS**
Click this link to determine if your subscription has been accepted. If you have paid by electronic fur transfer with a bank account ACH number, you must wait three business days following the submis your payment information for acceptance. If you are an exempt organization, you must wait three (business days for acceptance while the FTC reviews your application.
- VIEW AREA CODES**
Click this link to view the area codes to which your organization has subscribed. If you want to see client's area codes, click the Manage Clients button on the left.



National Do Not Call Registry

Log

- HOME
- REVIEW/UPDATE PROFILE
- SUBSCRIBE AND PAY**
- MANAGE CLIENTS
- DOWNLOAD PHONE NUMBERS
- MORE INFORMATION
- PRIVACY AND SECURITY
- CONTACT HELP DESK

SUBSCRIBE TO AREA CODES

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 co you need.

The fees for the area codes will be displayed. If you are subscribing to more than five area codes, you will nee pay for them by credit card or electronic funds transfer (direct debit) from a bank account. **IMPORTANT: You r use only a U.S. credit card or bank account. The payment Web site Pay.Gov does not accept international credit cards or bank account numbers.**

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

STEP 1: START SUBSCRIPTION


Subscribe for:

My Organization
 My Client

Subscribe to Area Codes

All Area Codes in the US - Fee: \$7,375
 Area Codes by State - Fee: \$25 Per Area Code over 5
 Area Codes by Area Code Number - Fee: \$25 Per Area Code ov

Select My Organization
And
Area Codes by Area Code Number
Then SUBMIT



National Do Not Call Registry

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- MANAGE CLIENTS
- DOWNLOAD PHONE NUMBERS
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- CONTACT HELP DESK

SUBSCRIBE TO AREA CODES

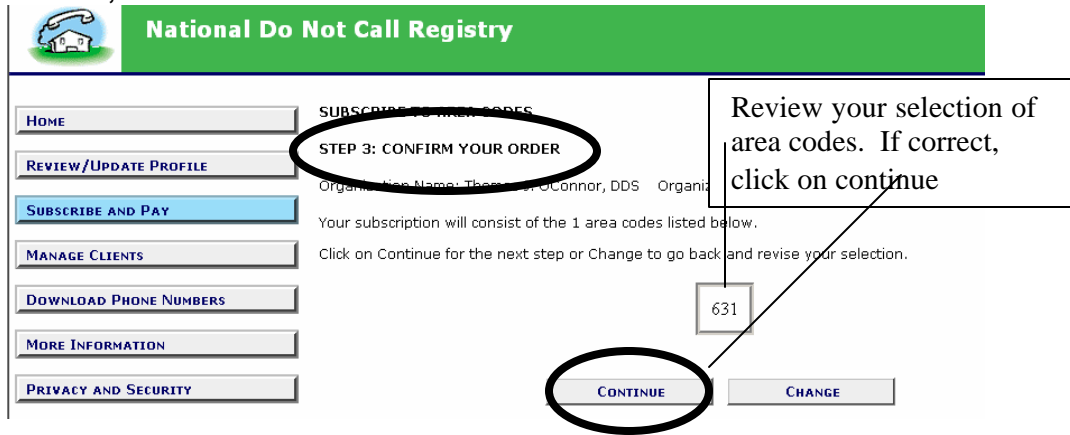
STEP 2: SELECT AREA CODES BY AREA CODE

Please choose the area codes you would like to subscribe to and click Continue. Only the area codes that have not previously subscribed to will be listed below.

<input type="checkbox"/> 201	<input type="checkbox"/> 202	<input type="checkbox"/> 203	<input type="checkbox"/> 205
<input type="checkbox"/> 213	<input type="checkbox"/> 214	<input type="checkbox"/> 215	<input type="checkbox"/> 216
<input type="checkbox"/> 228	<input type="checkbox"/> 229	<input type="checkbox"/> 231	<input type="checkbox"/> 234
<input type="checkbox"/> 254	<input type="checkbox"/> 256	<input type="checkbox"/> 260	<input type="checkbox"/> 262
<input type="checkbox"/> 301	<input type="checkbox"/> 302	<input type="checkbox"/> 303	<input type="checkbox"/> 304
<input type="checkbox"/> 313	<input type="checkbox"/> 314	<input type="checkbox"/> 315	<input type="checkbox"/> 316

975 978 979 980 984 985 989

Check off the boxes for up to 5 area codes to download or lookup at no charge.
Then, click CONTINUE



National Do Not Call Registry

HOME REVIEW/UPDATE PROFILE **SUBSCRIBE AND PAY** MANAGE CLIENTS DOWNLOAD PHONE NUMBERS MORE INFORMATION PRIVACY AND SECURITY

SUBSCRIBE TO AREA CODES

STEP 3: CONFIRM YOUR ORDER

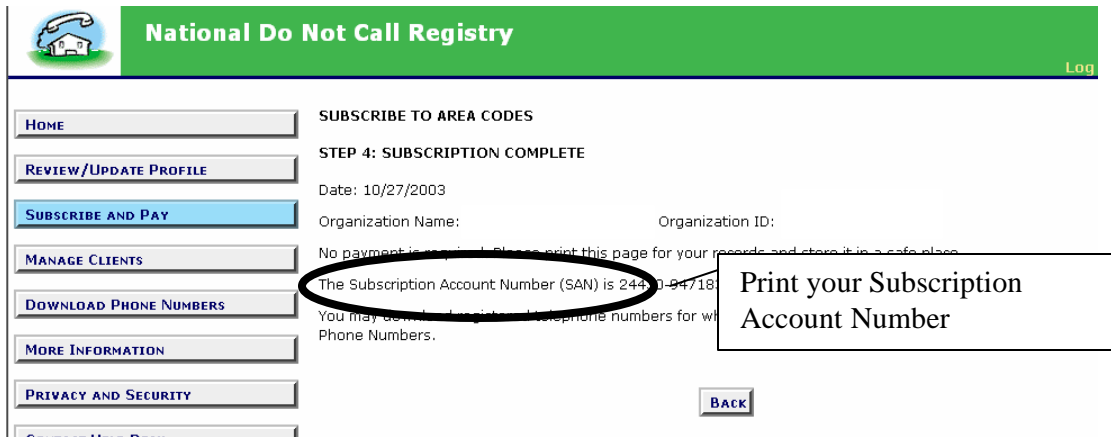
Organization Name: Theresa J. O'Connor, DDS Organization ID: 631

Your subscription will consist of the 1 area codes listed below.
Click on Continue for the next step or Change to go back and revise your selection.

631

CONTINUE CHANGE

Review your selection of area codes. If correct, click on continue



National Do Not Call Registry

HOME REVIEW/UPDATE PROFILE **SUBSCRIBE AND PAY** MANAGE CLIENTS DOWNLOAD PHONE NUMBERS MORE INFORMATION PRIVACY AND SECURITY

SUBSCRIBE TO AREA CODES

STEP 4: SUBSCRIPTION COMPLETE

Date: 10/27/2003
Organization Name: Theresa J. O'Connor, DDS Organization ID: 631

No payment is required. Please print this page for your records and store it in a safe place.

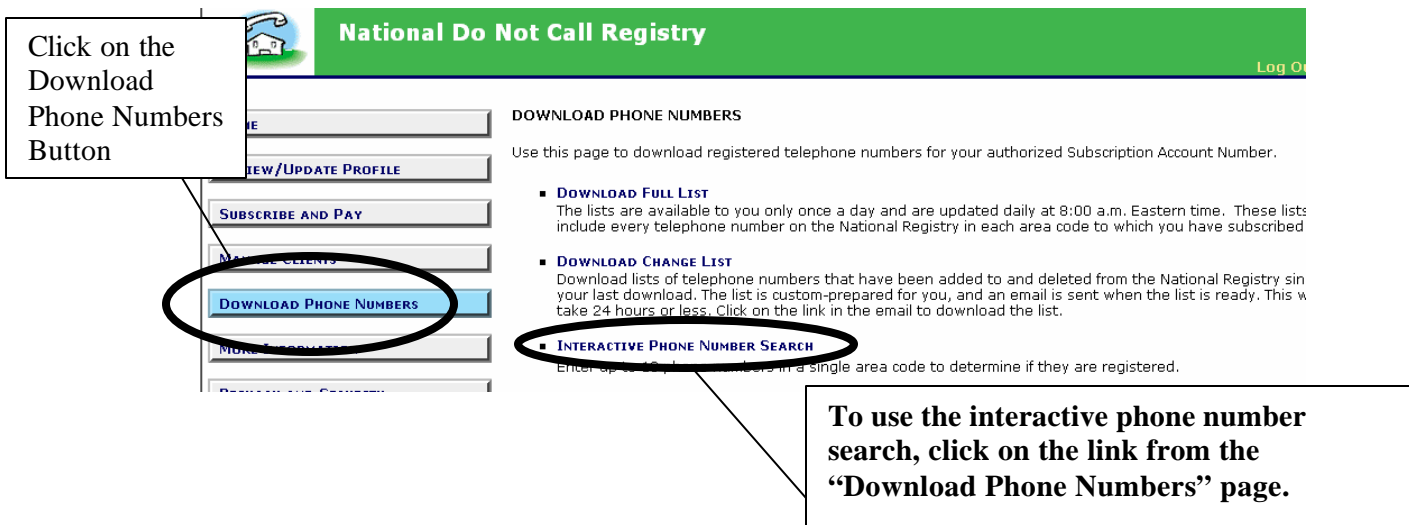
The Subscription Account Number (SAN) is 244-0-94718

You may download registered telephone numbers for which you have subscribed to the National Do Not Call Registry.

BACK

Print your Subscription Account Number

STEP 5: USING THE INTERACTIVE PH# SEARCH



National Do Not Call Registry

HOME REVIEW/UPDATE PROFILE **SUBSCRIBE AND PAY** **DOWNLOAD PHONE NUMBERS** MORE INFORMATION PRIVACY AND SECURITY

DOWNLOAD PHONE NUMBERS

Use this page to download registered telephone numbers for your authorized Subscription Account Number.

- DOWNLOAD FULL LIST**
The lists are available to you only once a day and are updated daily at 8:00 a.m. Eastern time. These lists include every telephone number on the National Registry in each area code to which you have subscribed.
- DOWNLOAD CHANGE LIST**
Download lists of telephone numbers that have been added to and deleted from the National Registry since your last download. The list is custom-prepared for you, and an email is sent when the list is ready. This will take 24 hours or less. Click on the link in the email to download the list.
- INTERACTIVE PHONE NUMBER SEARCH**
Enter up to 10 phone numbers in a single area code to determine if they are registered.

Click on the Download Phone Numbers Button

To use the interactive phone number search, click on the link from the "Download Phone Numbers" page.



National Do Not Call Registry

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INTERACTIVE PHONE NUMBER SEARCH

Enter an area code and up to 10 phone numbers in the boxes below. Then click Submit. After the result displayed, you may clear the screen and enter new numbers by clicking Reset.

Remember: You may enter only those area codes that are valid for:

[Subscription Account Number](#) ; [\(expiration date:10/1/2004\).](#)

Area Code :

Phone Number(s):

Type in up to ten (10) phone numbers you want to check

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

1. that I have reviewed the Federal Trade Commission's amended Telemarketing Sales Rule, 16 CF 310, and the Federal Communication Commission's Rules and Regulations Implementing the Tele

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

Click on "Yes, I agree... Then Click on SUBMIT

- 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.

[SUBMIT](#) [RESET](#)



National Do Not Call Registry

[Log Out](#)

- [HOME](#)
- [REVIEW/UPDATE PROFILE](#)
- [SUBSCRIBE AND PAY](#)
- [MANAGE CLIENTS](#)
- [DOWNLOAD PHONE NUMBERS](#)
- [MORE INFORMATION](#)
- [PRIVACY AND SECURITY](#)
- [CONTACT HELP DESK](#)

INTERACTIVE PHONE NUMBER SEARCH

Enter an area code and up to 10 phone numbers in the boxes below. Then click Submit. After the results are displayed, you may clear the screen and enter new numbers by clicking Reset.

Remember: You may enter only those area codes that are valid for:

[Subscription Account Number 24430-947183 \(expiration date:10/1/2004\).](#)

Area Code :

Phone Number(s): **Not Registered**

Step 6: How to Download the FULL list of consumers on DO NOT CALL in your area code

National Do Not Call Registry Log Out

DOWNLOAD PHONE NUMBERS

Use this page to download registered telephone numbers.

- DOWNLOAD FULL LIST**
The lists are available to you only once a day and are updated daily at 8:00 a.m. Eastern time. These lists include every telephone number on the National Registry in each area code to which you have subscribed.
- DOWNLOAD CHANGE LIST**
Download lists of telephone numbers that have been added to and deleted from the National Registry since your last download. The list is custom-prepared for you, and an email is sent when the list is ready. This will take 24 hours or less. Click on the link in the email to download the list.
- INTERACTIVE PHONE NUMBER SEARCH**
Enter up to 10 phone numbers in a single area code to determine if they are registered.

Review [Important Information](#) about file formats and downloading.

Navigation: HOME, REVIEW/UPDATE PROFILE, SUBSCRIBE AND PAY, MANAGE CLIENTS, **DOWNLOAD PHONE NUMBERS**, MORE INFORMATION, PRIVACY AND SECURITY

National Do Not Call Registry Log Out

DOWNLOAD FULL LIST

You chose to download all registered phone numbers for SAN: 24430-947183.

The steps are:

1. Choose a download format
2. Certify Compliance
3. Click Begin
4. A dialog box will take you through the download process

Review [Important Information](#) about file formats and downloading.

Step 1. Select Download format: [Flat Text File](#)
 [XML Tagged File](#)
([View Your Subscriptions](#))

Navigation: HOME, REVIEW/UPDATE PROFILE, SUBSCRIBE AND PAY, MANAGE CLIENTS, **DOWNLOAD PHONE NUMBERS**, MORE INFORMATION, PRIVACY AND SECURITY

Including an outbound telephone call to a person's telephone number on the national registry unless otherwise authorized by law.

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 3. Click Begin

Navigation: HOME, REVIEW/UPDATE PROFILE, SUBSCRIBE AND PAY, MANAGE CLIENTS, **DOWNLOAD PHONE NUMBERS**, MORE INFORMATION, PRIVACY AND SECURITY

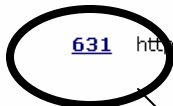
Long Island Board of Realtors, Inc.

- HOME
- REVIEW/UPDATE PROFILE
- SUBSCRIBE AND PAY
- MANAGE CLIENTS
- DOWNLOAD PHONE NUMBERS
- MORE INFORMATION
- PRIVACY AND SECURITY

DOWNLOAD FULL LIST

Step 4. Click on each link to download your subscription:

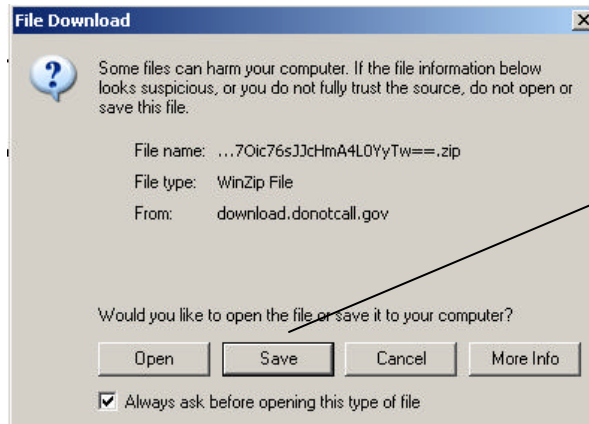
Please note: If a file download is interrupted, cancelled or incomplete for any reason you will need to reinitiate the download process using the "copy" and "paste" function. Please "copy" the URL associated with the incomplete area code, state or national list and "paste" it into your browser.



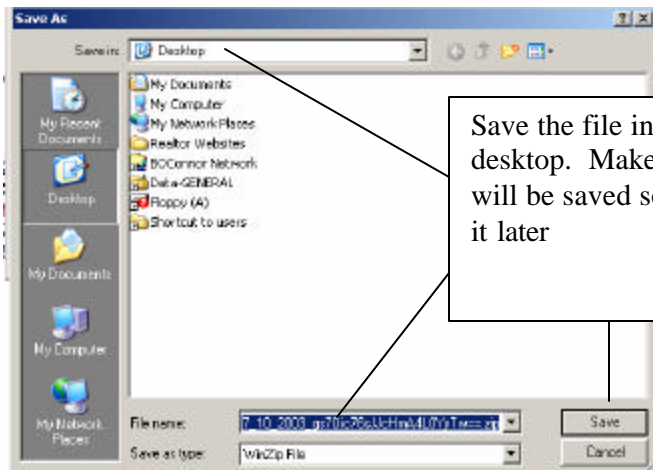
[631 http://download.donotcall.gov/Full/631_27_10_2003_gs70ic76sJJcHmA4L0YyTw==.zip](http://download.donotcall.gov/Full/631_27_10_2003_gs70ic76sJJcHmA4L0YyTw==.zip)

Click on the link to the area code you wish to download

BACK

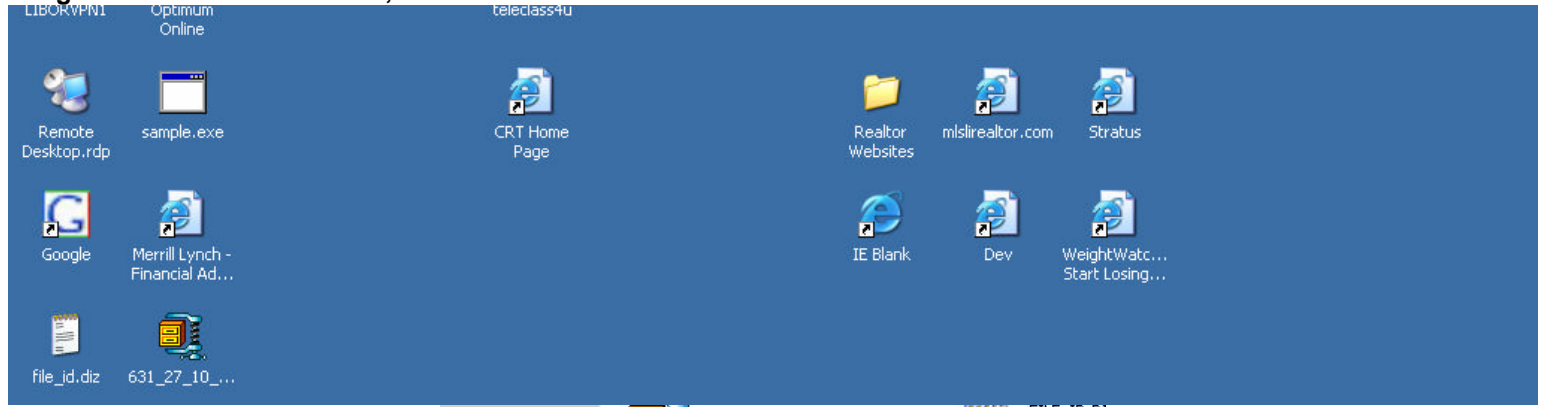


If this window appears, click on SAVE

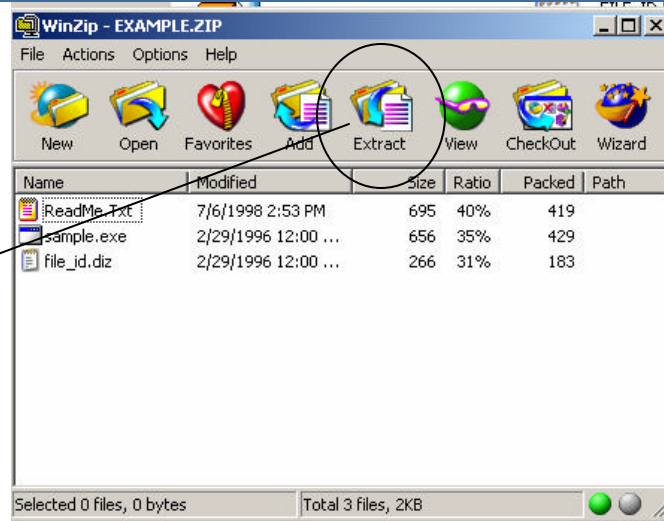


Save the file in a folder or on the desktop. Make note of where it will be saved so you can easily find it later

Long Island Board of Realtors, Inc.



Find the file just downloaded. Unzip with a program like WinZip. Click on Extract and save the file in a convenient location



Extract the file to a folder or the desktop.

Open Wordpad, Notepad, or Word.

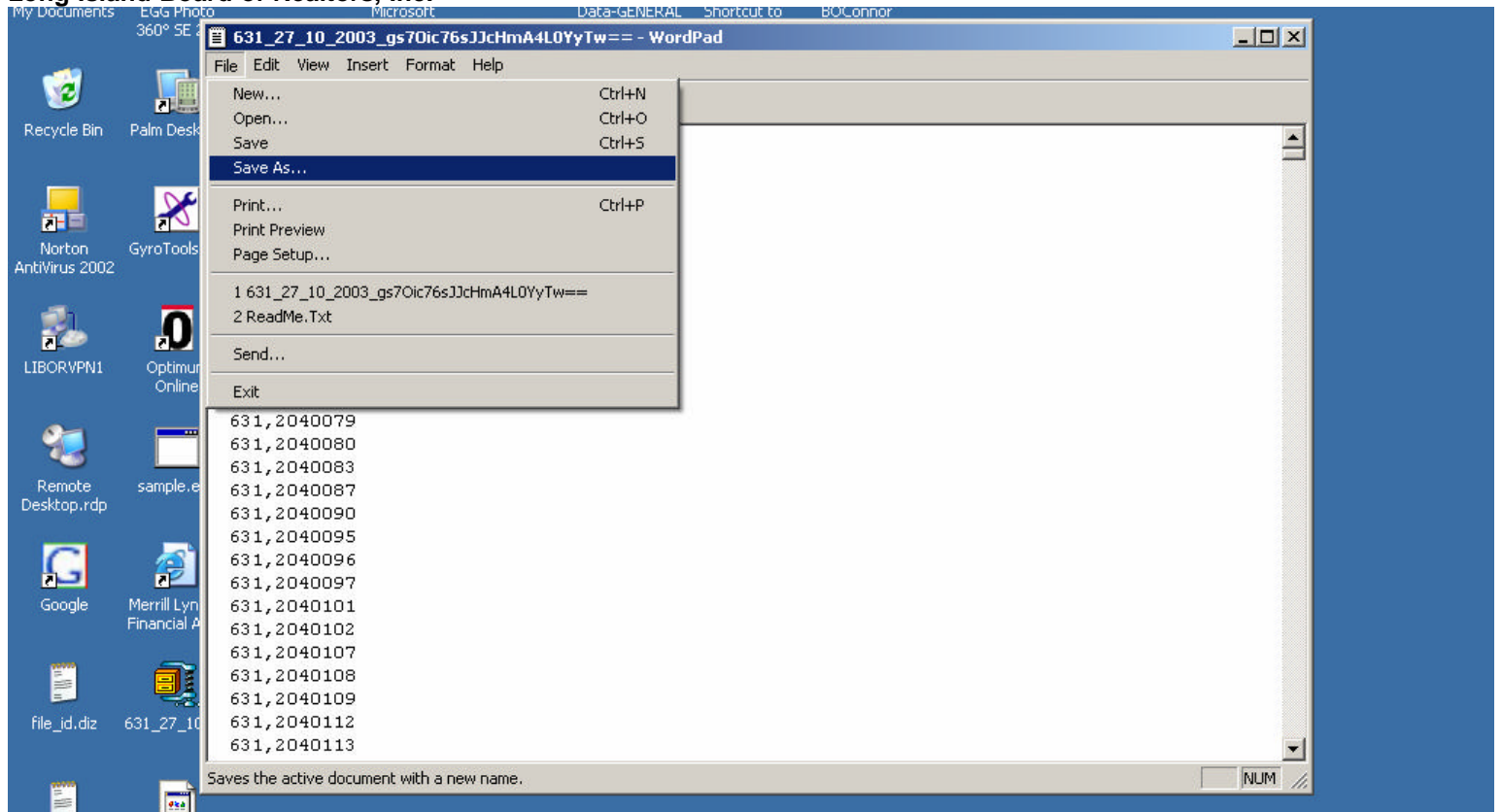
Go to FILE, Open, File type ALL FILES

Double click on your phone list.

Phone numbers will appear on your document.

Save the file WITH THE CURRENT DATE

Long Island Board of Realtors, Inc.



Use Edit, FIND to look up any one phone number

Accessing the "Do-Not-Call" Registry

Below is a brief overview of the registration process for the new "Do -Not-Call" registry ("Registry") created by the federal government. The Registry will contain the telephone numbers of consumers who, by registering their telephone number(s), have made it illegal for callers making a "telephone solicitation" to call them. A "telephone solicitation" is defined as "a telephone call or message for the purpose of encouraging the purchase or rental of, or investment in, property, goods, or services, which is transmitted to any person" and covers the cold-calling activities of a real estate professionals.

A. Timing

The FCC and FTC will begin enforcing the new requirements on October 1, 2003. The Registry is now available for downloading. A telemarketer needs to update its list at least every three (3) months.

B. Registration Process

The Registry is available here: <https://telemarketing.donotcall.gov/>.

Once you have reached the Registry home page, the next step is to begin the registration process by creating a profile for your company or organization (registration link is at the bottom of the page).

There are three ways to register your organization. First, you can register your own organization (registering in this manner will not limit your ability to later allow another entity to conduct telemarketing on your behalf). Second, you can have a third party register your organization. Finally, exempt charitable organizations can register and receive access to the Registry (even though they are otherwise exempt from the Do-Not-Call requirements), in order to avoid calling numbers listed in the Registry.

After you have determined how you would like to register your organization, you will create a profile for your organization. In creating the "Profile", you will need all of the contact information for the organization as well as its Employer Identification number or, if no such number exists, the owner/proprietor's own Social Security number. The party completing the registration will then need to provide information for the organization's "Authorized Representative."

The Authorized Representative controls the organization's access to the Registry. The "Authorized Representative" selects the area codes which the organization will download. The Authorized Representative must provide an email address as well as an email address for the "Downloader". The Downloader is the person who will be responsible for downloading the selected area codes. The Authorized Representative and the Downloader can be the same person, and the email addresses can be the same. The Downloader password could also be shared by more than one employee of the organization. Once you have submitted this information, an email will be sent to both addresses, which needs to be clicked for confirmation by both recipients.

Following your submission of your organization's registration information, you will receive your organization's ID as well as the Authorized Representative's password and the Downloader's password. You will want to store these in a secure location, as this information is needed to access the Registry. To change the password(s), click the "Review/Update Profile" button. Only the Authorized Representative can change the passwords.

C. Selecting Area Codes

The next step is selecting the area codes you would like to download. The first five area codes are free, and thereafter you pay \$25/area code. You are given three options when selecting area codes: 1. All area codes in United States (cost- \$7,375); 2. All Area Codes by State (meaning you will receive all of the area codes for a particular state); or, 3. Area Code by Area Code Number (allows you select specific area codes that you would like to download). Only the organization's Authorized Representative can select which area codes can be downloaded.

Once the area codes have been selected (and paid for, if more than five (5) were selected), they can be downloaded. Note that subscriptions to the Registry only last for a year, and so will be need to be renewed annually and so any subscription fees for more than five (5) area codes will need to be paid on an annual basis. Obtaining additional area codes following your organization's registration will cost \$25/area code during the first six (6) months after your registration, and then cost \$15/area code during the final six months of your registration. Payment can be made via credit card or electronic fund transfer.

D. Downloading Area Codes

After clicking the "Download" button on the site's navigation bar, you will be presented with three options. The first option is "Download Full List", which allows you to download the whole list for the area code(s) you have selected for download. You can only download an entire area code list once in a 24-hour period.

There are two file formats you can download the list in: Flat Text (which contains only the data) or XML Tagged File (which contains data as well as data fields). The XML format will only be useful if you are downloading your list into a specific database.

Telephone numbers are listed in numeric order. The files are in a zip format, so you will need "unzip" the files in order to download. Two common types of software used for unzipping files are WinZip (www.winzip.com) and PKZIP (www.pkware.com). Both sites contain instructions for unzipping files. After unzipping the files, you will open the Flat Text files into Note Pad or Word Pad (as noted, the XML format should only be selected if you are using an appropriately coded database).

Another option on the Download page is "Download Change List." Using this option will create a list of changes to an area code list since your last download. You will receive an email with a link to the custom-prepared list once it is ready. This list is supposed to be ready within 24 hours from request.

Finally, you can look up telephone numbers via an interactive phone number search. You will be able to check up to ten (10) numbers at a time to see if they are in the Registry. Of course, to use this feature, the numbers will have to be in the area codes you have selected for downloading. The search will come back "Registered" or "Not Registered". You can search up to a 100 numbers per search session. This search option is probably the most useful for an organization that engages in limited cold -calling (like a small real estate brokerage office).

E. Help Desk

If you have any problems, there is a help desk whose hours are 8 AM- 8 PM Eastern Time, M-F (except holidays). The help desk only responds to email, and the email address is: rm-FTChelp@ems.att.com. Click the "Contact Help Desk" icon for more information.

Source: NAR – realtor.org