

Step 1: Go to <https://telemarketing.donotcall.gov>

Step 2: Click Register New User

Step 3: Scroll down and fill out Organization Information. Under "Organization Function" most companies should select "Seller". If your organization is a non-profit group or provides telemarketing for others, a different "Organization Function" may apply. For details visit: <https://telemarketing.donotcall.gov/Entity.aspx>

Step 4: Click Submit. You will receive an e-mail with your Organization ID Number and Password. Save this information.

Step 5: Click on the link in the e-mail to confirm your e-mail address is correct.

Step 6: Click on "Manage/Review Subscriptions."

Step 7: Type in your Organization ID and Password in the appropriate fields, check "Representative", and click Login. Note - make sure dashes are included in the Organization ID and upper and lower case is used as it is in the Password.

Step 8: Click on the Back Button located at the bottom.

Step 9: Click "Order Area Codes For Your Current Subscription."

Step 10: In the Subscribe to Area Codes field click "Area Codes by Area Code Number."

Step 11: Click "Sort by Area Code" and select the appropriate Area Codes.

Step 12: Once Area Codes are selected, click Continue.

Step 13: Verify the selected Area Codes, then click Continue.

Step 14: Click "View Area Code." Here you will be able to view your SAN Number and Expiration Date. Print and Save this Information - Registration Complete. Note: it may take an hour or so for your new SAN number to be activated.