

CenturyLink CO-LOCATION ACCESS GUIDE

These guidelines are to be used by co-locators and their contractors (co-location contractors) when requesting any kind of access or change in access. We request that only the identified company contacts submit access requests to ensure appropriate security for your company. If you'd like to add additional contacts or need to report a change in company contact, please e-mail the following information to jeremy.c.pickett@centurylink.com:

New/Additional Contact Name
Physical Work Address
Phone Number
E-mail Address

Access Process – Requesting Temporary Password (if required)

Go to: <https://kai04.centurylink.com/pswa/>

Welcome to the CenturyLink Facility Access Application web page.

Do you have a CenturyLink.com or Savvis.com email account?*

Click “No” and then click “Continue”.

** If you do not have a password to login please click [here](#) to fill out a request for a password to create your facility access request.

Click on the “[here](#)”

Complete all fields with the red asterisk (*)

When you get down to Sponsor Email* field ...

Click “Check here if you are a co-locator”

(Co-Locators are co-providers of telecommunication services, sharing facility space. Co-Locators are employed with non-CenturyLink companies, and have been authorized, as CenturyLink co-locators, to access CenturyLink networks within CenturyLink facilities.)

Click “Submit”

You will then receive a temporary password to initially use.

Go to: <https://kai04.centurylink.com/pswa/>

Welcome to the CenturyLink Facility Access Application web page.

Do you have a CenturyLink.com or Qwest.com email account?*

Click “No” and then click “Continue”

Enter your email address and the temporary password (copy/paste method is recommended) the system will then ask you to change the password to something you will remember.

Access Request Process

Go to: <https://kai04.centurylink.com/pswa/>

Do you have a CenturyLink.com or Savvis.com email account?*

Click “No” and then click “Continue”.

Enter your e-mail address and password, and then click “Continue”

Facility Access – Start Page

- 1. Click on either “I am applying for myself.” or “I am applying for someone else.”
- 2a. Click on “Badge”
- 2b. Select the request type
- 3. Leave unchecked
- 4. Click on the “if you are a CenturyLink CLEC” box

4. Are you a CenturyLink CLEC? (Must be a non-CenturyLink employee.)

- -Click “Continue”

Complete all information requested with red asterisk (*) on the Applicant Information section:

- “CenturyLink Company Name” – from the dropdown menu, select “0”
- Applicant E-mail: as our single point of contact, please use your e-mail address
- Additional Information: Indicate whether the applicant has ever had a badge previously, badge shipping instructions, etc. (or leave blank).
- Click on “Continue”

1. Application Category:

- Click on “Badge Applicant is a Non-CenturyLink Employee”
- Company Name: Click on dropdown and select your company or type your company name
- Start Date: Show when the access badge is required

2. Access Information:

- Facility Type: Click on “Network Central Office”
- Days of Access: Click on “All days of week”
- Times of Access: Click on “24 hours”

3. Access Locations:

- Please disregard the first two boxes
- Location 1- click on select and click on the state needed
- Select Access Location: Select either the city and address needed or scroll down to the bottom of the cities and select the area of the state or entire state (with co-location, it is understood that if an area or entire state is selected, you are requesting access to all your co-locations within that area or state; you will receive the access level for your company).
- Select “General Access”
- If you have multiple sites or state selections, you may proceed to add these (Location 2, 3, ...)

4. Reason for Access:

- Scope of Work: Click on “IOF/COLLO”

- Reason for Access: Identify what type of work (installation and maintenance); if this request is for a subcontractor you are using, indicate that as well and reiterate the need for co-location access.
- Click on Submit

You will receive a confirmation number and email follow-up. JPEG photos will be requested by the Access Control Center Manager who handles the Co-location Company badges.

If you experience any problems, please contact:

jeremy.c.pickett@centurylink.com

-or-

access@centurylink.com

ACCEPTABLE PHOTOS

- Y **Photos must be at least 50K or higher in size for best photo results.**
- Y Applicant's picture should be from mid-chest to just above the top of the head. This allows a clearer view of the applicant's face.
- Y Background **must** be plain white (or light grey) – no dark colors, prints/maps, or outside scenery.
- Y Reflections of red in the eye area are not acceptable – they must be removed before sending to the ACC.
- Y Hats or other types of headwear are not acceptable.
- Y Wearing or having sunglasses anywhere in the photo is not acceptable.
- Y Pictures must be clear – not fuzzy, or with lines printed across them
- Y Side profiles are not acceptable – applicants must be looking forward at the camera.
- Y JPG image(s) must have the individual's name before sending to Corporate Security (First/Last Name)