

# CenturyLink CLEC Badge Access Request Job Aid

The CenturyLink CLEC Badge Access Request Web site allows CLEC Single Point(s) of Contact (SPOCs) the ability to request badges and/or keys for access to CenturyLink premises. SPOCs may request new access, changes to existing access, or delete facility access.

Users should refer to the [Collocation – CenturyLink™ Premises Access Overview](#) business procedure for specific information regarding access requests.

This job aid is not intended to be all inclusive, but rather as a general guideline to assist users in navigating the Web site.

The CLEC Badge Access Request Web site is located at the following URL:  
<https://psba.centurylink.com/Badging/clec.html>

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## Login Information Page

Login Information

### New CLEC Collocator Employee/Contractor Badge Requests

CenturyLink Collocator employees or contractors requiring access to CenturyLink facilities for a period of thirty days or longer are required to request a CenturyLink photo identification access card (badge). The process requires that the Competitive Local Exchange Carrier (CLEC) Single Point of Contact (SPOC) submit an electronic facility request form on behalf of the CLEC employee or contractor using the link provided below.

NOTE: CLEC SPOCs that have not yet been provided with login credentials for the CenturyLink CLEC Badge Access Request Web site must first request a CenturyLink External Facility Only Corporate User ID (CUID) and password. The form and E-mail address necessary to request the login credentials, along with other helpful information, is located in the [Collocation - CenturyLink Premises Access Overview](#)

### Existing CLEC Badge User Change Requests

Collocators with an existing CenturyLink-issued photo identification access card (badge) may request renewal of badges, change/add access requirements, request deactivation, report badges as lost/stolen or as damaged/defective. Card holders are required to have the CLEC SPOC complete and submit an electronic facility access request using the link below. The request will be submitted to the CenturyLink Collocation Manager for approval and then forwarded to the CenturyLink Physical Security Access Control Center (ACC) to add/change/remove access.

[Click here to enter the CenturyLink CLEC Badge Access Request Web site](#)

## Login Page



Welcome to CenturyLink

Please enter the username and password you use to login to your computer.

Username:

Password:

SAVVIS users: Log in with your CenturyLink ID and password, rather than your PC credentials. For technical assistance, contact the Savvis IT Service Desk by opening an [IT Web Ticket](#).

CLEC SPOCs log in to the Web page using credentials provided by CenturyLink.

**NOTE:** CLEC SPOCs that have not yet been provided with login credentials for the CenturyLink CLEC Badge Access Request Web site must first request a CenturyLink External Facility Only Corporate User ID (CUID) and password. The form and E-mail address necessary to request the login credentials, along with other helpful information, is located in the [Collocation – CenturyLink™ Premises Access Overview](#).

# User Type Page

**Facility Access Control Request Form**

**User Type :**

**New User** - User who does not have a CenturyLink Badge

**Existing User** - User who already has a CenturyLink Badge

## Example 1: Scope of Work (SOW) COEIT Option = "Yes"

**Facility Access Control Approval**

**User Type :**

**New User** - User who does not have a CenturyLink Badge

**Existing User** - User who already has a CenturyLink Badge

**Scope of Work (SOW) :**

**CLEC Central Office Technician (COT)** -This SOW provides an indication that the CLEC employee/contractor will engage in normal and routine CLEC network duties in its specific collocation space, e.g., network service provisioning, network maintenance, network trouble shooting, network service removal, etc.

**CLEC Central Office Equipment Installer (COEIT)** - This SOW provides an indication that the CLEC employee/contractor will engage in the role of Central Office Equipment Installation Technician in CenturyLink "shared network space" in a CenturyLink QC facility in the CenturyLink QC territory. The work activities encompassed by this SOW involves the erection of central office ironwork (e.g., auxiliary framing, ceiling unistrut, threaded rod, cable rack, miscellaneous mounting piece parts, floor anchors, relay racks/bays/cabinets, mounting shelves/panels), equipment cable additions/removals, cable lacing/securing, opening/closing fire-stopped cable holes/penetrations, wiring/connecting, equipment labeling/designating, DC power hot-cutovers, timing/synchronization circuit migration/cutover, transportation/removal of VRLA batteries/HAZMAT material, and the creation/posting of both General Methods of Procedure (MOP) and Detailed Methods of Procedure (DMOP), network change management activities, and any additional SOW that engages the CLEC employee beyond their designated/routine work space into CenturyLink "shared network space".

**Is the badge applicant performing work in a CenturyLink facility in the QC territory? :**

No

Yes

**Has the badge applicant taken and passed the competency test? :**

Yes - By acknowledging this, the user also attests that the completion of required training and/or testing is true and accurate and the CLEC attesting such completion is solely responsible for ensuring that such statements are true for any and all employees and/or subcontractors obtaining access pursuant to such attestation.

No

**I Agree to Terms** - By checking that applicant is acknowledging this selection, the applicant attests to reading, understanding and being bound by CenturyLink's Compliance Policy, including but not limited to the obligation to validate and verify that the applicant is the exam test taker assigned to the e-mail address that he/she is logging in with. It also understood and agreed upon that the forwarding of any authentication credentials to another individual will be deemed by CenturyLink to be a fraudulent act by the applicant and the CenturyLink Access & Badge privileges will be surrendered upon demand by CenturyLink.

### Example 1: Scope of Work (SOW) COEIT Option = “No”

Facility Access Control Approval

**User Type :**

**New User** - User who does not have a CenturyLink Badge

**Existing User** - User who already has a CenturyLink Badge

**Scope of Work (SOW) :**

**CLEC Central Office Technician (COT)** -This SOW provides an indication that the CLEC employee/contractor will engage in normal and routine CLEC network duties in its specific collocation space, e.g., network service provisioning, network maintenance, network trouble shooting, network service removal, etc.

**CLEC Central Office Equipment Installer (COEIT)** - This SOW provides an indication that the CLEC employee/contractor will engage in the role of Central Office Equipment Installation Technician in CenturyLink "shared network space" in a CenturyLink QC facility in the CenturyLink QC territory. The work activities encompassed by this SOW involves the erection of central office ironwork (e.g., auxiliary framing, ceiling unistrut, threaded rod, cable rack, miscellaneous mounting piece parts, floor anchors, relay racks/bays/cabinets, mounting shelves/panels), equipment cable additions/removals, cable lacing/securing, opening/closing fire-stopped cable holes/penetrations, wiring/connecting, equipment labeling/designating, DC power hot-cutovers, timing/synchronization circuit migration/cutover, transportation/removal of VRLA batteries/HAZMAT material, and the creation/posting of both General Methods of Procedure (MOP) and Detailed Methods of Procedure (DMOP), network change management activities, and any additional SOW that engages the CLEC employee beyond their designated/routine work space into CenturyLink "shared network space".

**Is the badge applicant performing work in a CenturyLink facility in the QC territory? :**

No

Yes

**Has the badge applicant taken and passed the competency test? :**

Yes - By acknowledging this, the user also attests that the completion of required training and/or testing is true and accurate and the CLEC attesting such completion is solely responsible for ensuring that such statements are true for any and all employees and/or subcontractors obtaining access pursuant to such attestation.

No

CLEC employees/contractors that intend to perform work as a Central Office Equipment Installer (COEIT) are required to complete the [CLEC/CLEC Subcontractor Inside Plant \(ISP\) Competency Requirements and Testing on Technical Standards](#) prior to being issued an access badge. Refer your badge applicant to this URL and ensure testing has been successfully completed and passed before proceeding with the badge application process.

1. Click radio button next to New User to request new CenturyLink premises access
2. Click radio button next to Existing User to make changes or delete access for a CLEC employee that already has access to CenturyLink premises
3. Choose the radio button that defines the Scope of Work (SOW) to be performed by your employee/subcontractor
4. If the COT option is chosen, proceed to the next screen
5. If the COEIT option is chosen, choose the radio button as to whether your employee/subcontractor will be working in a CenturyLink facility in the CenturyLink QC territory.
6. If No, proceed to the next screen
7. If Yes, check the radio button to advise whether or not your employee/subcontractor has taken and passed the CenturyLink Competency Test and then check the box next to the agreement to terms and Click Next to proceed to the next screen (See Example 1 – Scope of Work (SOW) COEIT Option = “Yes”)

8. If No, (See Example 2 – Scope of Work (SOW) COEIT Option = “No”) instruct the badge applicant to complete the testing at the link provided. When the testing is completed and passed, return to the CenturyLink CLEC Badge Access Request Web site and complete your request.
9. Click Next

## New User Details Page

Facility Access Control Request Form

**New User Details**


**Client First Name\*** :

**Client Middle Name** :

**Client Last Name\*** :

**Client Phone No.\*** :

**Client E-Mail\*** :


**Expiration Date\*** :  

\*The expiration date should not be greater than 1 year from the current date.

1. Complete the form fields:
  - Client First Name
  - Client Middle Name (if applicable)
  - Client Last Name
  - Client Phone Number
  - Client E-Mail
  - Expiration Date (as noted, the expiration date should not be greater than 1 year from the current date)
2. Click Next

Facility Access Control Request Form

**Access Type\*** :  **Badge** - Anyone who will be on CenturyLink premises for a period of more than thirty days must wear a CenturyLink-issued photo identification card (badge) visible on or above the waist responsible for the CenturyLink space being requested on the form. The badge is to be used on all doors that currently maintain functioning card access readers.

**Request Type\*** :  

3. Choose Access Type radio button
 

**Note:** Screen capture has been cropped. The statement next to the Badge option states as follows: Anyone who will be on CenturyLink premises for a period of more

than thirty days must wear a CenturyLink-issued photo identification card (badge) visible on or above the waist at all times. Facility access is added to the badge upon authorization of the CenturyLink sponsor who is responsible for the CenturyLink space being requested on the form. The badge is to be used on all doors that currently maintain functioning card access readers.

4. In the Request Type drop down field, choose Badge-New
5. Click Next

Facility Access Control Request Form

**Access Information**

Days Of Access\* :  OR  All days in week

Time Of Access\* :  Daily    Time From :     Time To :

24 hours

**Access Locations Details**

Building Search : <input type="text"/>		ACNA : <input type="text"/>
Building Search : <input type="text"/>		ACNA : <input type="text"/>
Building Search : <input type="text"/>		ACNA : <input type="text"/>
Building Search : <input type="text"/>		ACNA : <input type="text"/>
Building Search : <input type="text"/>		ACNA : <input type="text"/>
Building Search : <input type="text"/>		ACNA : <input type="text"/>
Building Search : <input type="text"/>		ACNA : <input type="text"/>
Building Search : <input type="text"/>		ACNA : <input type="text"/>
Building Search : <input type="text"/>		ACNA : <input type="text"/>

If you do not see the facility to which you require access, please contact the Access Control Center (ACC) for assistance.  
 Primary Contact: [CTL Physical Security](#) 1-866-788-9888

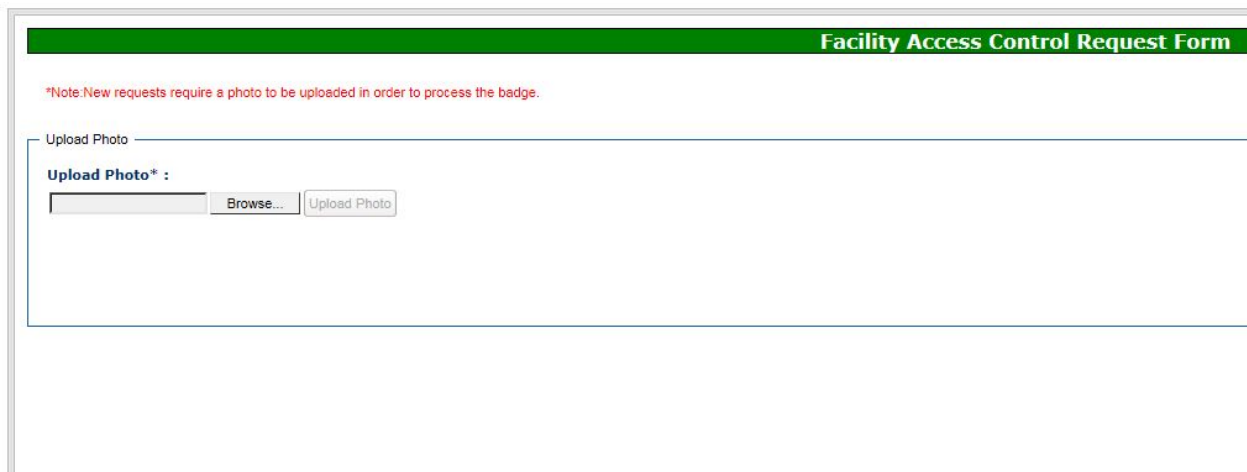
6. Choose Days Of Access requested from the drop down options, or click in All days in weeks check box
7. Choose Time Of Access (Daily or 24 hours)
8. If Daily is chosen, complete Time From and Time To information by choosing from the drop down options
9. Choose up to ten (10) building searches associated with a specific ACNA; click the “binoculars” icon for search fields

Regional Planner for additional assistance.' At the bottom of the dialog are 'OK' and 'Cancel' buttons." data-bbox="173 262 940 724"/>

- a. Choose the Facility Type from the drop down options (in most cases, CLECs will choose Central Office)
- b. If the Building ID Address, City, and/or Zip Code is known, those fields may be populated
- c. Choose State from the drop down options
- d. Click Search
- e. Choose a Single Location from the search results
- f. Click OK



- g. Repeat previous steps for the remaining four (4) buildings, if necessary  
**Note:** If you do not see the facility to which you require access, please contact the Access Control Center (ACC) for assistance. Primary Contact: [CTL Physical Security](#) 1-888-261-9483. If your employee requires access to more than five buildings, continue with the New Access set up until it is completed and then additional buildings can be added via the Update Existing User option, five buildings at a time for as many buildings as necessary.
10. Complete the Reason For Access field (Reason For Access should specifically state the work to be performed or application will be rejected)
11. Click Next

A screenshot of a web form titled "Facility Access Control Request Form". At the top, there is a green header bar with the title in white. Below the header, a red note reads: "\*Note: New requests require a photo to be uploaded in order to process the badge." The main section of the form is titled "Upload Photo" and contains the text "Upload Photo\* :". Below this text is a file selection interface consisting of a text input field, a "Browse..." button, and an "Upload Photo" button.

New requests require a photo to be uploaded in order to process the badge.

12. Browse for a digital photo file to be included with the new badge access request
13. Choose digital file and click Upload Photo
14. Click Next



**Facility Access Control Request Form**

Shipping Method\* :

Shipping Address\* :  Requester's Address  
 Enter Address manually

Shipping Address Details

First Name\* :

Middle Name :

Last Name\* :

Street Address\* :

Floor/Room/Suite :

City\* :

State\* :

Country\* :

Zip Code\* :

Phone Number\* :

E-Mail :

**Note:** In the screen capture above, not all fields appear at once. Once Shipping Method field has been completed, Shipping Address options appear. Finally, after Shipping Address option has been selected, Shipping Address Details appear.

15. Choose Shipping Method from drop down options
16. Choose Shipping Address (If Requester's Address is chosen, fields are automatically pre-populated with the SPOC's address. Otherwise, choose Enter Address manually and complete required fields)
17. Click Next
18. Validate that information is correct on the resulting Summary screen and either click Back to make corrections, or click Submit.

## Existing User Details Page

## Facility Access Control Request Form

Select User

Last Name :

First Name :

SAP ID :

ADID :

Search Result	Selected User
Otester, Freddy [CXJACK8]	Drag and Drop or use the arrow keys to add or remove user here.

1. For existing users, complete at least Last Name and First Name
2. Click Search
3. Choose from Search Result
4. Highlight user to be updated
5. Click the arrow to move user to Selected User
6. Click Next

Facility Access Control Request Form

**Badge** - Anyone who will be on CenturyLink premises for a period of more than thirty days must wear a CenturyLink-issued photo identification card (badge) visible on or above the waist responsible for the CenturyLink space being requested on the form. The badge is to be used on all doors that currently maintain functioning card access readers.

**Access Type\*** :  **Brass Keys** - Brass Keys is used for perimeter access to many CenturyLink sites that are not accessed by access card or other electronic access media. *Anyone requesting Brass Key(s)*

**TRACcess** - TRACcess is the trade name of a system of electronic keys and locks, including TRAC-Key, TRAC-Lock, and TRAC-Vault that are commonly found on remote sites such as CenturyLink Photo ID Badge.

**Request Type\*** :  ?

7. Choose Access Type by clicking on radio button

**Note:** Screen capture has been cropped. The following information is presented beside each access type:

**Badge:** one who will be on CenturyLink premises for a period of more than thirty days must wear a CenturyLink-issued photo identification card (badge) visible on or above the waist at all times. Facility access is added to the badge upon authorization of the CenturyLink sponsor who is responsible for the CenturyLink space being requested on the form. The badge is to be used on all doors that currently maintain functioning card access readers.

**Brass Keys:** Brass Keys is used for perimeter access to many CenturyLink sites that are not accessed by access card or other electronic access media. Anyone requesting Brass Key(s) must already have a current active CenturyLink Photo ID Badge.

**TRACcess:** TRACcess is the trade name of a system of electronic keys and locks, including TRAC-Key, TRAC-Lock, and TRAC-Vault that are commonly found on remote sites such as Right-of-Way buildings, CEVs, and Huts. Anyone requesting TRACcess must already have a current active CenturyLink Photo ID Badge.

8. From either of the three Access Type options, choose a Request Type from the drop down options:

- For Badge, choose either Renew, Change/Add, Deactivate, Lost/Stolen, or Damaged/Defective
- For Brass Keys, choose either New, Lost/Stolen, Damaged/Defective, or Transfer
- For TRACcess, choose either New, Change/Add, Deactivate, Lost/Stolen, or Damaged/Defective

9. Click Next

**Facility Access Control Request Form**

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**Access Information**

Days Of Access\* :  OR  All days in week

Time Of Access\* :  Daily    Time From :     Time To :

24 hours

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**Access Locations Details**

\*Note: No current access will be removed by making any of these selections.

Retain Current Access

Building Search :

Building Search :

Building Search :

Building Search :

Building Search :

If you do not see the facility to which you require access, please contact the Access Control Center (ACC) for assistance.  
Primary Contact: [CTL Physical Security](#) 1-888-261-9483

\*Reason For Access should specifically state the work to be performed or application will be rejected

Reason For Access\* :  Max: 2000 Chars

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**Scope of Work**

\*Required for Non-CenturyLink Employees

<input type="checkbox"/> IOF/COLLO	<input type="checkbox"/> WIRELESS	<input type="checkbox"/> OPS
<input type="checkbox"/> ENGINEERING	<input type="checkbox"/> POWER	<input type="checkbox"/> REAL ESTATE
<input type="checkbox"/> SWITCH	<input type="checkbox"/> AC-ELECTRICAL	<input type="checkbox"/> OTHER

10. Complete Access Information as described in the New User section above
11. Complete Access Locations Details as described in the New User section above
12. Complete Scope of Work section
13. Validate that information is correct on the resulting Summary screen and either click Back to make corrections, or click Submit.