

## GETTING STARTED WITH ADAD RENEWAL

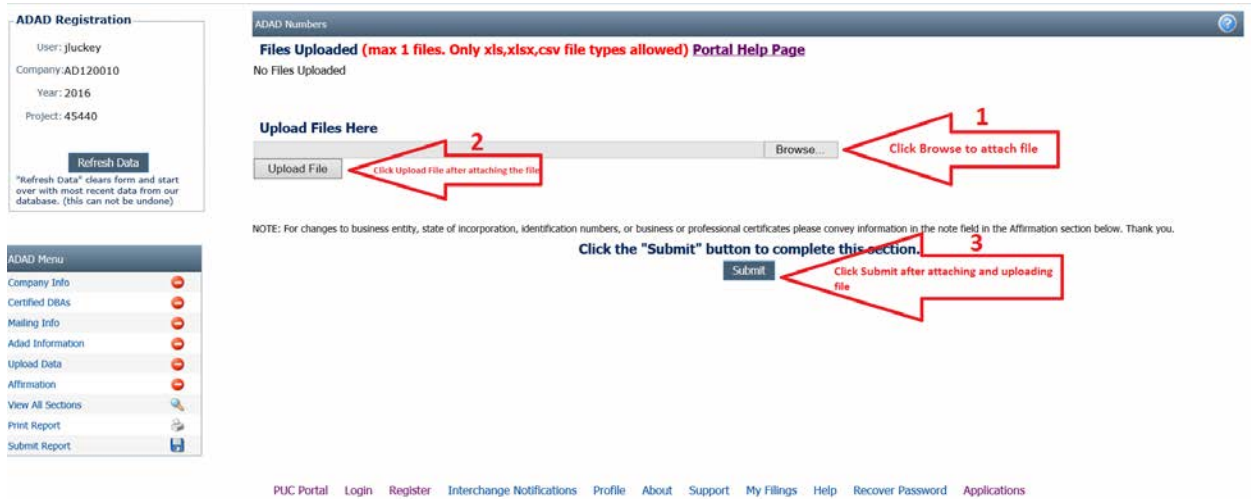
1. LOGIN
2. Click on 'ADAD Renewal' under PUC Applications menu at left side of page.



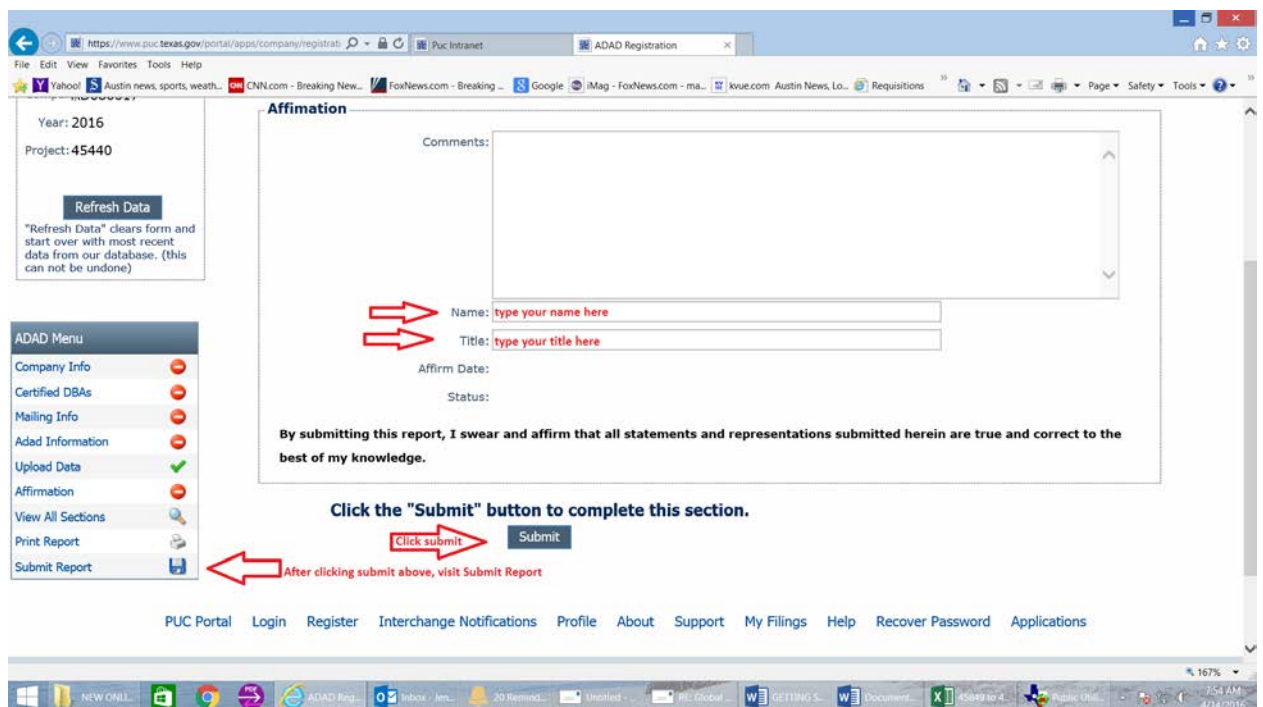
3. The company you have been granted access to will appear. Click on the green arrow to the right of the company name.
4. Make the appropriate changes to each section marked with an arrow – click submit in each section you make changes to, including Affirmation.



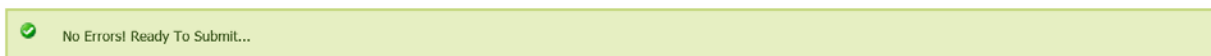
- Upload Data - (ADAD phone numbers and County locations file – Excel or CSV files only). See page 4 for details.



- Affirmation – This section must always be completed even if there are no changes elsewhere.



5. Click 'Submit Report' to the left of the webpage under ADAD menu.
6. Click 'Check Data' within the section – if everything is correct you will see a message 'No Errors, ready to submit'.



You must check your data before submitting your report. Afterwards the Submit button will be enabled to submit the form.



7. Click 'Submit' within the section. You will see a message at top of section 'Registration Has Been Submitted'. **This only means that it was submitted electronically. You will receive an email with the 'official' form that you will print - 3 copies to be filed with Central Records with the \$15 fee.**

 Registration Has Been Submitted!

You must check your data before submitting your report. Afterwards the Submit button will be enabled to submit the form.

[Check Data](#)

Your renewal will not be complete until three (3) copies of the form that will be attached to an email sent to you, and a \$15.00 check payable to the "Public Utility Commission of Texas" is received by the Central Records Filing Clerk. The mailing address is Public Utility Commission of Texas, Attn: Central Records, P.O. Box 13326, Austin, TX 78711-3326.

**REGULAR AND OVERNIGHT BY U.S. POST OFFICE**

PUBLIC UTILITY COMMISSION

ATTN: CENTRAL RECORDS

P.O. BOX 13326

AUSTIN TX 78711-3326

**OVERNIGHT BY FEDERAL EXPRESS, UPS, ETC.**

PUBLIC UTILITY COMMISSION

ATTN: CENTRAL RECORDS SUITE 8-100

1701 N CONGRESS AVENUE

AUSTIN TX 78701

# ADAD NUMBERS AND COUNTY LOCATIONS

If you cannot upload the ADAD numbers and county locations file in the section provided, you must send 2 identical CDs containing the assigned 10 digit phone numbers and county locations **(UPLOAD OR SEND 2 CDs – if there are 5 OR LESS you may enter this in the ‘Comment’s section of the form within the affirmation section. If the dialer uses VOIP or are not specific 10 digit numbers on caller ID state so in the same section).** The only acceptable file formats are .csv, .xls and .xlsx (MS Excel). You must format the data in the proper columns, or the upload process will notify you that your file is not formatted correctly.

The format for uploading the 10 digit ADAD numbers and county locations is as follows:

## EXAMPLE

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
1	555-555-5555	Travis																				
2	555-555-5556	Travis																				
3	555-555-5557	Travis																				
4																						
5																						
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**FIRST COLUMN (‘A’) IS THE 10 DIGIT PHONE NUMBER, THE SECOND COLUMN (‘B’) IS THE COUNTY NAME.**

No other data should be in this file except the 10 digit numbers and name of the county (no titles, row headings or any spaces). Save the file as **your Company ID/PUC Tracking number that begins with AD and can be found at the top left of the page after you login. Do not add anything else to the file name (e.g. Year or month etc.).**