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TAF Website User Manual

Version 1.0

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I. OVERVIEW

The purpose of this manual is to give the participants in the Targeted Accessibility Fund of New York, Inc. (TAF) website an explanation of how to use the site. It describes the site features and functions. We hope this will help you make the best of your experience with the TAF site. If after reviewing this manual you have any questions or comments please do not hesitate to contact the TAF.



A. Menu

On the left side of the page you will find the menu bar. You can expand the different menu buttons by clicking on each one or simply clicking on the down arrow button just above the menu bar. To collapse the menu bar click on the up arrow button just above the menu bar.

B. Info Area

The Info area located on the right side of the page. This is used for quick reference to important information. It consists of two parts:

- Reporting schedule for the current month. You can see the due dates for monthly reporting, mailing of invoices and payments. In order to view the complete reporting schedule please click the right arrow
- TAF phone numbers

Please note that the info area does not appear on some pages, such as Online Reporting.

C. Toolbar

The Toolbar is used for providing quick access to frequently used functions. It contains the following buttons:



Go to the site home page



Send e-mail to TAF



Go to glossary. Glossary contains description of TAF “Key” words and phrases.



Expand all menu items



Collapse all menu items

D. Status Area

Once you have logged into the site your company name will be shown on the “Status area” along with the logout button.

E. Header

The “Header” contains the TAF logo and address. To return to the homepage from anywhere on the site just click on the “header” and you will be redirected back to the main page.

F. Footer

Footer contains copyright information and links to Terms of Use and Privacy Policy pages, which contain legal information. Footer also contains link to this Web Site User Manual.

II. Site Functionality

The purpose of this website is to help better inform the TAF participants as to the purpose, function and procedures of the TAF. Companies have the ability to perform monthly reporting and adjustment tasks via the site. The site will also answer many of the commonly asked questions as they pertain to the TAF.

Please note, that only registered TAF users can provide reporting information to the TAF. You can register in the TAF by clicking on the “Register in TAF” button.

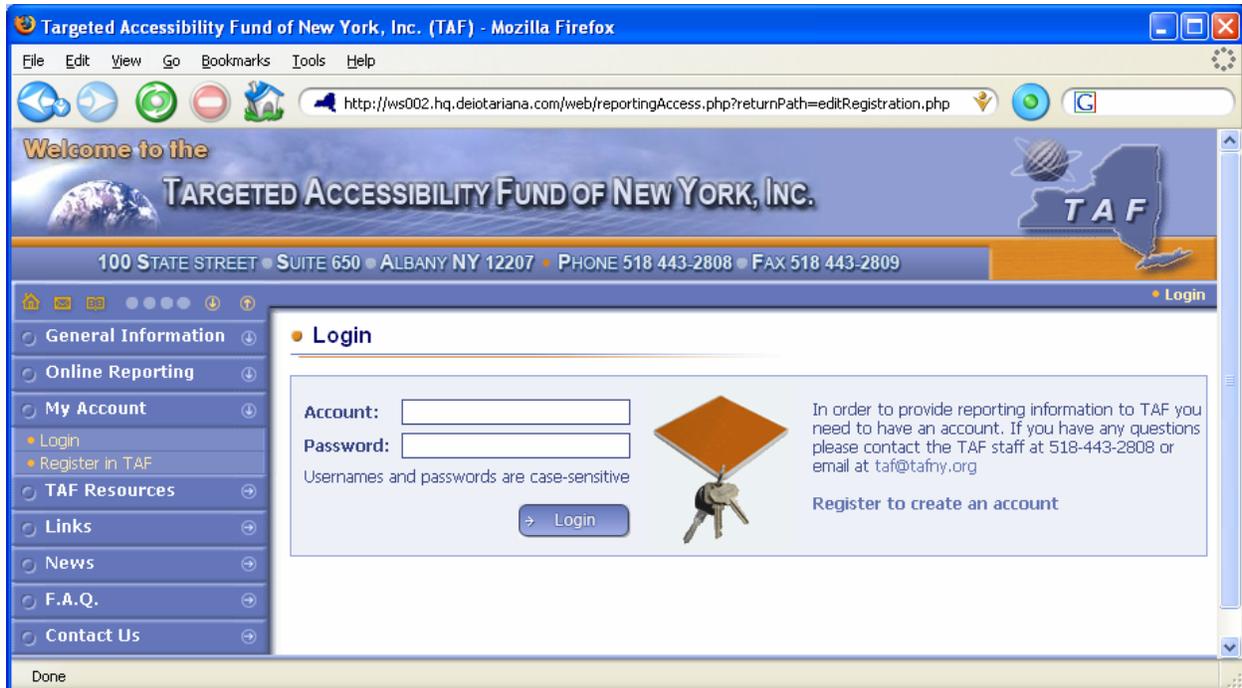
A. User Account Management

Account Management, allows companies to update their contact information without calling the TAF office.

1. Login and Logout

If you are registered in the TAF and your account is activated you can login by clicking on the “My Account” button followed by the “Login” button. Or you can always use the “Login” button in the Status Area.

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Please enter your account name and password and click on the “Login” button. After you login, you are redirected to the Company Registration Form. Once there you can change registration information or go to the online reporting section or any other area of the site.

You must be logged in, to perform online reporting functions. If you click on the reporting form, but are not logged in, the login page will automatically appear. Once logged in, for this example, you will be redirected to the reporting form. If you are logged in, the company name is displayed in the Status Area.

If your account has not been activated and/or you are having difficulties logging in to the site please contact the TAF Staff.

2. Registration in the TAF

In order to register in the TAF click on the “My Account” → “Register in TAF” menu item or use the “Register to create an account” link on the login page.

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The screenshot shows the 'Company Registration Form' on the Targeted Accessibility Fund of New York, Inc. website. The browser window title is 'Targeted Accessibility Fund of New York, Inc. (TAF) - Mozilla Firefox'. The address bar shows 'http://ws002.hq.deiotariana.com/web/register.php'. The page header includes the TAF logo and contact information: '100 STATE STREET • SUITE 650 • ALBANY NY 12207 • PHONE 518 443-2808 • FAX 518 443-2809'. A navigation menu on the left includes 'General Information', 'Online Reporting', 'My Account', 'Login', 'Register in TAF', 'TAF Resources', 'Links', 'News', 'F.A.Q.', and 'Contact Us'. The main content area is titled 'Company Registration Form' and contains a 'Company Information' section with the following fields: 'Company Name' (text input), 'Company Type' (dropdown menu with '- Make a selection -'), 'Street (primary)' (text input), 'Street (secondary)' (text input), and 'City' (text input). A note above the fields states: 'All fields in this section are required except 'Street (secondary)' field which is optional. 'Zip' field must contains only digits.'

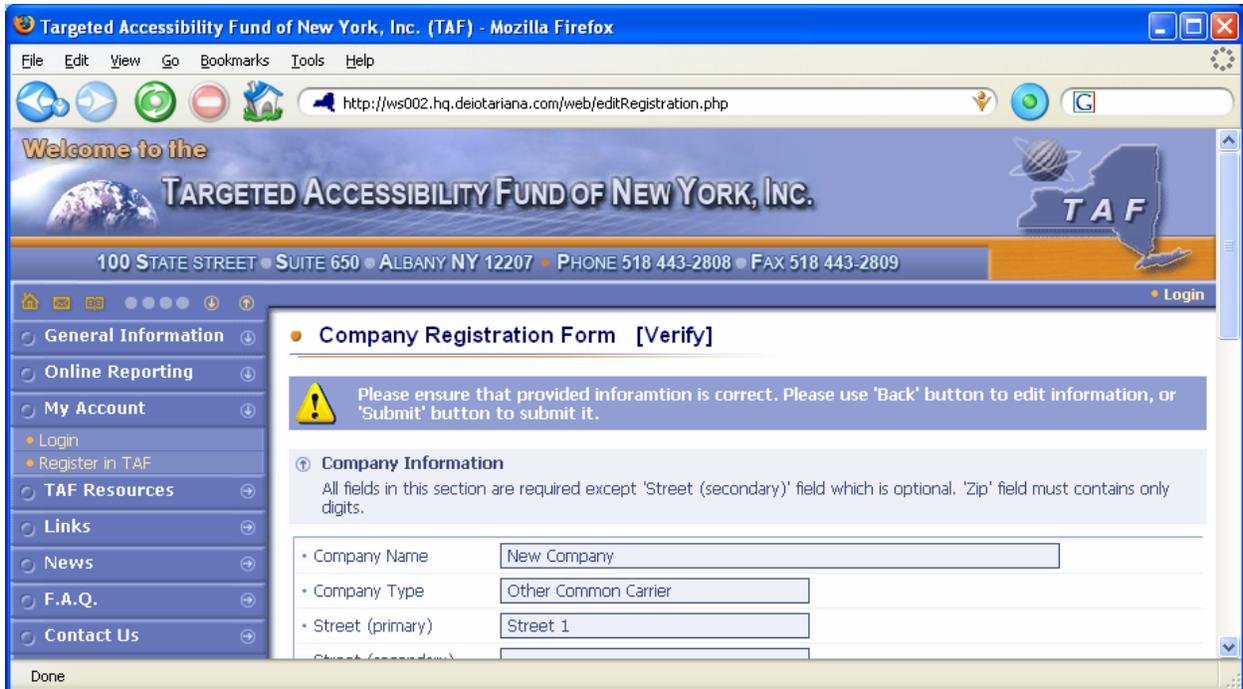
Enter the required registration information in each of the fields listed. Use the “Clear” button to clear all fields should you make a mistake. After entering the data click on the “Verify and Submit” button. The information you provided should be checked for accuracy. If some fields are incorrect or missed, these fields will be highlighted in the form.

The screenshot shows the 'Company Registration Form' on the Targeted Accessibility Fund of New York, Inc. website. The browser window title is 'Targeted Accessibility Fund of New York, Inc. (TAF) - Mozilla Firefox'. The address bar shows 'http://ws002.hq.deiotariana.com/web/editRegistration.php'. The page header includes the TAF logo and contact information: '100 STATE STREET • SUITE 650 • ALBANY NY 12207 • PHONE 518 443-2808 • FAX 518 443-2809'. A navigation menu on the left includes 'General Information', 'Online Reporting', 'My Account', 'Login', 'Register in TAF', 'TAF Resources', 'Links', 'News', 'F.A.Q.', and 'Contact Us'. The main content area is titled 'Company Registration Form' and contains a warning message: 'The highlighted fields contain invalid values. If you have any questions please contact the TAF staff at 518-443-2808, email at taf@nytaf.org or see the commonly asked questions page'. Below the warning is the 'Company Information' section with the following fields: 'Company Name' (text input with value 'New Company'), 'Company Type' (dropdown menu with value 'Other Common Carrier'), and 'Street (primary)' (text input highlighted in yellow). A note above the fields states: 'All fields in this section are required except 'Street (secondary)' field which is optional. 'Zip' field must contains only digits.'

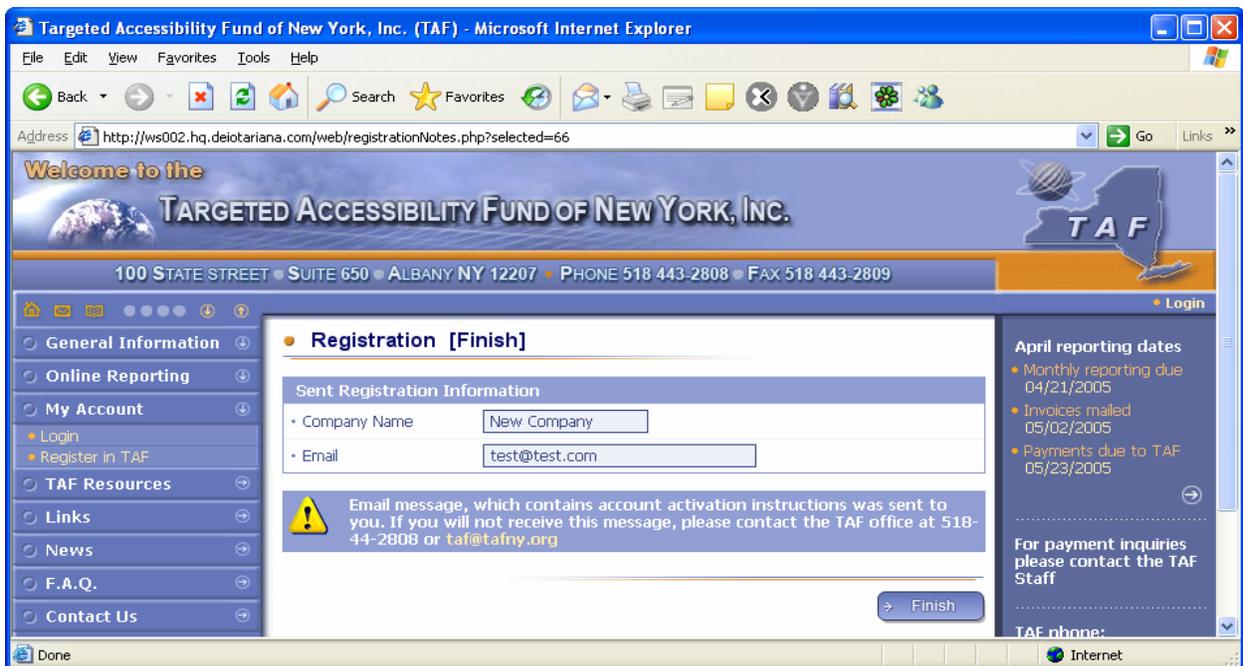
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If the provided information is valid, i.e. all fields are specified and are in the correct format, the “Company Registration [Verify] Form” appears. Click the “Submit” button to submit the entered information to the TAF Staff. Click the “Back” button to change any or all of the information.



After submitting the information to the TAF a “Registration [Finish]” dialog box will appear.



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After you click the “Finish” button, you will be redirected to the main page. After registration you will receive an e-mail at the email address that you provided in the registration form. You need to confirm validity of your e-mail address. In order to confirm the validity of the provided e-mail address, please click on the link contained in the e-mail. After confirmation of your e-mail address the TAF staff begins verification of the information which you provided during registration. You will receive an e-mail notification that the account verification process has started. When TAF activates your account, you will receive an e-mail notification which contains your account name and password for providing online reporting.

Changing Account Information

If you are logged in, you can change your registration and account information using “My Account” → “Change Account Info”. You can change the contact information and the password information and the account/password. If you do not want to change password, leave it blank. If you want to change password please specify a new one in the “Password” field and duplicate it in “Confirm Password” field.

Please note, that the TAF Identification number issued to your company, is permanent and cannot be changed.

B. Online Reporting

There are three online reporting forms under the “Online Reporting” menu item:

- Monthly Estimate Form
- Adjustment Form
- Annual Forecast Form

You can find detailed information about each category on the reports in the TAF Operations and Procedures Manual. A copy of the manual can be obtained by clicking on the “TAF Resources” button.

The reporting forms consist of two parts: company information and report information. The company information is filled out automatically using the contact information that you provided

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during registration. If you want to change any of the contact/company information, please click on the “Edit Company Info” button. If you change the company’s information this change will apply to the account not just the filing.

After filling out the report click on the “Verify and Submit” button.

Targeted Accessibility Fund of New York, Inc. (TAF) - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://ws002.hq.deiotariana.com/web/monthlyReport.php

My Account
TAF Resources
Links
News
F.A.Q.
Contact Us

Company Information

- Company Name: New York Intrastate Access Settlement Pool, Inc. (TAF Administrator)
- Company ID: 1AAatfny
- Contact Name: Mr. Tafny Tafny
- Street Address: Strt
- Town or City: Au
- State: Alaska
- Zip Code: 1 - 2

[Edit Company Info](#)

Current Report Period: December 2004

Regulated Revenue:
The amount entered in this field must be a positive number. Decimal separator is dot.

All Intrastate Regulated Revenue (This does NOT include such items as inside-wire and Internet fees)	TOTAL: \$.00
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Done

Please verify that the information on the form is correct. If some of the fields are incorrect and/or missed, these fields will be highlighted in the form.

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Targeted Accessibility Fund of New York, Inc. (TAF) - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://ws002.hq.deiotariana.com/web/monthlyReport.php

State Alaska

Zip Code 1 - 2

Edit Company Info

Warning: The highlighted fields contain invalid values. If you have any questions please contact the TAF staff at 518-443-2808, email at taf@nytaf.org or see the commonly asked questions page

I) Regulated Revenue: The amount entered in this field must be a positive number. Decimal separator is dot.

All Intrastate Regulated Revenue (This does NOT include such items as inside-wire and Internet fees) **TOTAL:** \$.00

II) Intercompany Payments: The amount entered in these fields must be a positive number. Decimal separator is dot.

a. Interexchange Carrier Access Charges	\$ 1.00
b. Local Terminating Access (Reciprocal Compensation)	\$.00
c. Bottleneck Billing & Collection Elements (ANI/Recording)	\$ 1.00

If the provided information is valid, i.e. all fields are in the correct format, the verification form appears. Click the “Submit” button to submit the report to the TAF. Click the “Back” button to change some or all of the information.

Targeted Accessibility Fund of New York, Inc. (TAF) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

http://ws002.hq.deiotariana.com/web/monthlyReport.php

State Alaska

Zip Code 1 - 2

Edit Company Info

Warning: The highlighted fields contain invalid values. If you have any questions please contact the TAF staff at 518-443-2808, email at taf@nytaf.org or see the commonly asked questions page

I) Regulated Revenue: The amount entered in this field must be a positive number. Decimal separator is dot.

All Intrastate Regulated Revenue (This does NOT include such items as inside-wire and Internet fees) **TOTAL:** \$ 5

II) Intercompany Payments: The amount entered in these fields must be a positive number. Decimal separator is dot.

a. Interexchange Carrier Access Charges	\$ 1.00
b. Local Terminating Access (Reciprocal Compensation)	\$.00
c. Bottleneck Billing & Collection Elements (ANI/Recording)	\$ 1.00
d. Wholesale Services Purchased for Resale (i.e. Total Service Resale "TSR")	\$ 1.00
e. Wholesale Network Elements and Operator Services when bundled with services purchased at wholesale	\$ 1.00
Total (a + b + c + d + e)	\$ 5

III) Enhanced 911: The amount entered in these fields must be a positive number. Decimal separator is dot. Please note all E911 costs submitted are subject to audit and approval by TAF.

a. Initial & Recurring cost for collecting, processing, and submitting data to the ALI Database Operator	\$ 1.00
b. ALI Database Operator Only-Cost related to initial loading of data	\$ 1.00
c. Trunking costs from serving central office to another carrier's tandem control center	\$ 1.00
d. Costs for up to two "free" trunks from tandem to PSAP	\$ 1.00
e. Trunk Connection & Port Charges (T-Carriers limited to dedicated reserved trunks)	\$ 1.00
f. Selective Routing Expense	\$ 1.00
Total (a + b + c + d + e + f)	\$ 6

IV) Life Line Cost: The amount entered in these fields must be a positive number. Decimal separator is dot. Please note all Life Line costs submitted are subject to audit and approval by TAF.

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After clicking on the “Finish” button the report finish screen will appear. Please click on the “Finish” button again to finish reporting. Please note that you should print a copy of the form once filed out properly and keep it for your records. Click on “Print Version” button to go to the print friendly version.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web form titled "TAF Online Monthly Estimate Report Form". The browser's address bar shows the URL: http://ws002.hq.deiotariana.com/web/printFriendlyMonthlyReport.php. The form contains several sections:

- Monthly data reports received after the due dates will be included with the following months invoice, which will include the applicable penalty factor as referred to in the TAF manual.**
- Company Information:** Fields for Company Name (New Company), Company ID (1AA-TAF), Contact Name (Mr. Igor Vinnykov), Street Address (Street 1), Town or City (New York), State (Kentucky), and Zip Code (12412 - 1241).
- Current Report Period:** April 2005.
- I) Regulated Revenue:** The amount entered in this field must be a positive number. Decimal separator is dot. All Intrastate Regulated Revenue (This does NOT include such items as inside-wire and Internet fees) TOTAL: \$ 1.00.
- II) Intercompany Payments:** The amount entered in these fields must be a positive number. Decimal separator is dot.
 - a. Interexchange Carrier Access Charges \$ 1.00
 - b. Local Terminating Access (Reciprocal Compensation) \$ 1.00
 - c. Bottleneck Billing & Collection Elements (ANI/Recording) \$ 1.00